Call to Order (Dr. Adams Larsen, Presiding)
   a. Dr. Adams Larsen called the meeting to order at 12:02 PM.
   b. Attendance-Dr. Adams Larsen-President, Dr. Kuchler-Vice President, Dr. Kolstoe-Secretary, Dr. Ulven, Dr. LaRocque, Mr. Shaibley-Board Attorney, Ms. Hensler-Board Office Staff Representative.

Minutes to be approved
   a. Special Meeting-December 5, 2016-Dr. Adams Larsen moved to approve. No further discussion. Four approved, one abstained. APPROVED.
   b. Board Meeting-December 19, 2016-Dr. Kuchler moved to approve pending change to 5a-needs to add approval to minutes. No further discussion. All in favor, none opposed. APPROVED.
   c. Oral Exams-January 9, 2017- Dr. Adams Larsen moved to approve. All committee members voted in favor. APPROVED.
      i. ABA Candidates-Bethany Johnson-All recommended Passing on Oral Exam. No further discussion. Dr. Adams Larsen moved to pass Bethany Johnson on Oral Exam. Roll call vote: Dr. Kolstoe-yes, Dr. LaRocque-yes, Dr. Adams Larsen-yes, Dr. Kuchler-yes, Dr. Ulven-yes. APPROVED.
      ii. LP-Jocelyn Soderstrom-All recommended to not pass Dr. Soderstrom on Oral Exam. Dr. Adams Larsen moved to pass Dr. Soderstrom. No further discussion. Roll call vote: Dr. LaRocque-no, Dr. Adams Larsen-no, Dr. Kuchler-no, Dr. Ulven-no, Dr. Kolstoe-no. Dr. Soderstrom will be invited back during next oral exam in April.
      iii. Dr. Kolstoe will contact candidates to inform of outcome.

3. Board Communication-Dr. Adams Larsen sent an email to assist with Board Communications. The Board discussed potential ways to increase communication. Dr. Adams Larsen will look into have urgent texts sent from the Board Office.

4. Legislative Law Changes/Testimony (Dr. Kolstoe)-Dr. Kolstoe provided an update on the status of the Bill. Dr. Kolstoe will reach out to NDPA and NDABA to see if they have any questions regarding our Bill. The Board thanked Dr. Kolstoe for taking the lead on this.

5. Financial Review (Ms. Hensler)-Ms. Hensler provided summaries for past 4 years of financial standpoint. The Board discussed the potential for a full-time supported position.

6. ASPPB Contract Updates* (Dr. LaRocque)-The Board discussed the current ASPPB contract and the need to increase hours. Dr. Adams Larsen moved to have Mr. Schaibley draft up a contract with increased hours up to less than 20% for the Board to review prior to the next meeting. No further discussion. All in favor. None opposed. APPROVED.

7. Board Member Training-Plan for Travel/Meeting Schedule (Dr. Adams Larsen)-Dr. Adams Larsen recommended Board members be able to attend two trainings again this year. The ASPPB Annual Meeting in Hawaii was discussed and may count as two trips depending on costs.

8. Inquiries
   a. Belanger – Dr. Kuchler-The Board received a follow-up request. Dr. Kuchler and the Complaints Committee will work to complete this request.
b. ND DoH Advisory Group – Dr. Ulven-Dr. Ulven will obtain more information from Ms. Hensler and determine if he is able to participate.

9. Applications – Dr. Ulven
   a. For EPPP
      i. Dr. Stufflebeam (PLUS Application completed 1/13/17)-Dr. Adams Larsen moved to approve that Dr. Stufflebeam be approved for EPPP once she has declared competencies on her application. Roll call vote: Dr. Adams Larsen-yes, Dr. Kuchler-yes, Dr. Ulven-yes, Dr. Kolstoe-yes, Dr. LaRocque-yes. APPROVED.
   b. For Limited Practice
      i. Dr. Fehr (Application completed 1/6/17)-Mr. Schaibley clarified if Limited Practice Certificates can be renewed. Dr. Adams Larsen moved to approve Dr. Fehr for Limited Practice Certificate. Roll call vote: Dr. Kuchler-yes, Dr. Ulven-yes, Dr. Kolstoe-yes, Dr. LaRocque-yes, Dr. Adams Larsen-yes. APPROVED.
   c. Other Application Issues (Dr. Adams Larsen—Requires full board consideration)
      i. *Dr. Nieves (PLUS Application completed 11/22/16)-Dr. Adams Larsen provided a summary of Dr. Nieves letter and issues with the Board. Mr. Schaibley recommended that we make sure we are clear in writing and use writing as the means of communication. Mr. Schaibley also clarified a law regarding marriage to a service person based in North Dakota. Dr. Adams Larsen moved to approve Dr. Nieves to apply through psychology resident process where she would need to get a supervisor to supervise practice and then could approve to sit for EPPP. Roll call vote: Dr. Ulven-yes, Dr. Kolstoe-yes, Dr. LaRocque-yes, Dr. Adams Larsen-yes, Dr. Kuchler-yes. APPROVED.

10. Updates on Renewals/CE Process – Ms. Hensler & Dr. Adams Larsen
   a. *Late Fees -The Board discussed late fees for renewals. Dr. Kuchler moved that we assess late fee after 30 days for renewals. All in favor. APPROVED.

11. Board Member Recruitment Updates-The Board discussed three potential individuals to serve on the Board. Dr. Adams Larsen will contact those three individuals and encourage them to complete the paperwork with the Governor’s Office.

   a. Roller-formerly Dr. Heston- The Complaints Committee recommends that the complaint be dismissed, but Board provides education from the Board regarding mandatory reporting. Dr. Adams Larsen moved that Roller complaint be dismissed and dismissal letter will contain education recommended by Complaints Committee. Roll call vote: Dr. Kolstoe-ye, Dr. Adams Larsen-yes, Dr. Ulven-yes. APPROVED.
   b. Dr. Benson-Complaints committee will find out if provided stipulation order is in effect, what her licensure status is, and will make a recommendation. No further discussion.
   c. Inquiry from Dr. Doppler- The Complaints Committee feels that more information is needed prior to making a recommendation. It is the Boards pleasure that committee pursues information and makes recommendation.
   d. Email from Board of Social Work Examiners- The Complaints Committee recommends that the Board send letter to Board and Chairman that an individual is providing mental health services, but is not licensed with us. Dr. Adams Larsen and the Board support this recommendation and would like to provide a timeline for response. No further discussion.
   e. Flemmer – Ms. Olson-tabled

13. Other Items if Time Permits
   a. Tillman-Mr. Schaibley provided an update on Dr. Tillman’s status.

14. Dr. Adams Larsen adjourned the meeting at 1:41 PM.

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Next Board Regular Meetings (noon CT to 1:00 pm): 2017: Feb 20, Mar 20, Apr 17, May 15, Jun 19, Jul 17 & 18??, AUG 21, SEP 18, OCT 16, NOV 20, DEC 18

Committee Meetings: TBA

Oral Exams; 2017: April 12th (WED), July 12th (WED), Oct. 11 (WED)

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1. Call to Order (Dr. Adams Larsen, Presiding) Called meeting to order at 12:03 pm CST
   a. Members in Attendance: Dr. Adams Larsen (President), Dr. Ulven, Dr. Laroque, Dr. Kolstoe (Secretary)
   b. Guests: Dr. Tara Geigle
2. Minutes to be approved
   a. Board Meeting January 23, 2017 - Motion: Dr. Ulven moved to approve the minutes of 1/23/17. Vote:
      Voice Vote approved, none opposed, none abstained.
3. Legislative Committee
   a. SB2141 Updates (Kolstoe)
      i. Motion: Dr. Adams Larsen moved to approve the use of the same process for House testimony as was used for Senate. Voice Vote: Approved, none opposed, none abstained.
   b. Bill 1095 – do we address language/definition issues?
      i. Motion: Dr. Adams Larsen moved to develop standard legislative language explanation to provide when such bills are considered to help use language consistent with 43-32. Voice Vote: Approved, none opposed, none abstained.
4. ASPPB Contract Updates (Schaibley) No information at this time.
5. Inquiries
   a. Heartview Foundation Request (AdamsLarsen)
      i. Motion: Dr. Adams Larsen moved to have the office provide a reply with referral to NDPA and Department of Commerce. Voice Vote: Approved, none opposed, none abstained.
   b. Child Support Department Request (Schaibley)
      i. Data match with Board licensees on Child Support Issues. President Adams Larsen appointed herself to represent the Board in discussions to clarify with Department of Human Services.
   c. Predoctoral/Postdoctoral Supervision
      i. What can count towards licensure requirements. Can some pre-doctoral count? ... Administrative Code is not clear as it refers to completing A, B, or C but does not explicitly outline mixing of requirements. Century Code does refer to ‘may’ for pre-doctoral hours. This needs to be clarified amending Administrative Code to make this clear.
      ii. Motion: Dr. Kolstoe moved that the board take the policy decision that hours can be mixed between pre-doctoral hours and post-doctoral hours to accomplish the supervised professional experience should legal advice find this acceptable. Voice Vote: Approved, none opposed, none abstained.
6. CE Consent Agenda for Approval (see agenda submitted by CE Committee)
   a. New CE Program Approval Form for Sponsor of CE
      i. Motion: Dr. Laroque moved to approve the 3 events on the Consent Agenda for Sponsorships. Voice Vote: Approved, none opposed, none abstained.

NDSBPE meeting Minutes — FEBRUARY 20, 2017

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1. The Expert Witness (submitted by Blohm for 6.5 CE)-approve. Legal and Ethical Issues for Professionals Counselors and Mental Health Providers (submitted by Cariveau for 3 CEs for those who attend)-approve
2. Tobacco Interventions for Those With Substance Use Disorders (submitted by Mattern-Jacobson for 5 CEs-1 CE per Webinar)-approve
3. Tobacco Use and Recovery Among Individuals With Mental Illness or Addiction (submitted by Mattern-Jacobson for 6 CEs for those attending any of 8 dates)-approve

b. New CE Request to Approve CE for Licensees/Registrants
   i. Motion: Dr. Laroque moved to approve the first 5 of 6 events listed (below) on the Consent Agenda for approval, as the sixth, Zones of Regulation, requires additional information.
   ii. Approved: Voice Vote: Approved, none opposed, none abstained.
      1. 14th Annual American Indian Health Research Conference (submitted by Boulton-Olson for 5 CEs)-Approve
      2. Getting Reimbursed for Treatment of Behavioral & Neurocognitive Disorders (submitted by Boulton-Olson for 1 CE)-Approve
      3. Intro to Motivational Interviewing (submitted by Boulton-Olson for 6 CEs)-approve
      4. The Delivery of Culturally-Competent Services in the Time of Black Lives Matter (submitted by O'Neil for 1 CE)-approve
      5. The Expert Witness (submitted by Blohm for 6.5 CE)-approve
      6. Zones of Regulation (submitted by Volk for 5.5 CEs)-no agenda attached - Held.

7. Applications Committee
   a. For Oral Exams
      i. Dr. Robyn Hardie
         1. Motion: Dr. Ulven moved to approve Dr. Hardie to sit for the Oral Examination.
         2. Vote: Roll Call: Dr. Ulven - Y, Dr. Kolstoe - Y, Dr. Laroque - Y, Dr. Adams Larsen - Y
      ii. Dr. Mary Collins
         1. Motion: Dr. Ulven moved to approve Dr. Collins to sit for the Oral Examination as an Applied Behavior Analyst. The Board will have to review the updated application when Psychology Licensure is applied for and consider, at that time, whether an Oral examination is required at that time as this is the first experience with this situation.
         2. Vote: Dr. Kolstoe - Y, Dr. Laroque - Y, Dr. Adams Larsen - Y, Dr. Ulven - Y

8. Board Office Items
   a. Board Member Recruitment. New member likely appointed soon according to the Governor’s office.
   b. NovusAgenda Information More information at next meeting.

9. Complaints Committee
    a. Complaints Committee met but will have actionable recommendations submitted for the next meeting.

10. Exam Committee - No Action at this time.

11. Education Items
    a. FARB – Report submitted by Dr. Adams Larsen.
       i. Consider bringing training into ND for Boards - such as a repeat of the FARB training held two years ago that was exceptionally well attended.
    b. ASPPB
       i. Dr. Kolstoe planning on April Memphis, TN meeting.
       ii. Discussion of attendance at October Hawaii meeting without conclusions.

12. Other Items if Time Permits

13. Adjourn - 1:15 pm

NDSBPE meeting Minutes – FEBRUARY 20, 2017

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Respectfully submitted, Paul D. Kolstoe, PhD - Secretary

Next Board Regular Meetings (noon CT to 1:00 pm): 2017: Mar 20, Apr 17, May 15, Jun 19

Committee Meetings: TBA

Oral Exams: 2017: April 12\textsuperscript{th} (WED), July 12\textsuperscript{th}, Oct. ??.

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nd state board of psychologist examiners

BOARD TELECONFERENCE
March 20, 2017 @ 12noon CT
Originating from: 2100 S. Columbia Road, Suite 202
Grand Forks, 58201

Approved: July 18, 2017

Board Secretary:

1. Call to Order (Dr. Adams Larsen, Presiding)
   a. Dr. Adams Larsen called the meeting to order at 12:01 PM.
   b. Attendance- Dr. Adams Larsen-President, Dr. Kuchler-Vice President, Dr. Kolstoe-Secretary,
      Dr. Ulven, Dr. Haugen, Mr. Shaibley-Board Attorney, Ms. Hensler-Board Office Staff
      Representative. Public attendee also present.

2. Please welcome Dr. Erin Haugen to the Board-Dr. Adams Larsen officially welcomed Dr. Haugen to the Board. Dr. Haugen introduced herself and provided a bit of information about herself.

3. Minutes to be approved
   a. Special Complaints Committee Meeting - August 16, 2016-Dr. Kolstoe moved to approve. No discussion. All in favor. None opposed. APPROVED.
   b. Board Meeting - February 20, 2017-Tabled for next meeting

4. Legislative Committee/Outreach Report (Dr. Kolstoe & Dr. Adams Larsen)
   a. Testimony on SB & Sen. Anderson Inquiry-Dr. Geigle (Dr. Kolstoe)-Dr. Kolstoe provided a summary of his recent testimony and provided relevant updates on Legislative Items. Dr. Kolstoe will be responding to Senator Anderson and will provide the Board with the information from that response.

5. Board Office Items (Dr. Adams Larsen, Ms. Hensler, & Dr. Haugen in future)
   a. Inquiries if arising
   b. ASPPB Contract Updates (Mr. Schaibley & Dr. LaRocque)-Mr. Schaibley provided updates regarding the ASPPB Contract. Mr. Schaibley and Dr. LaRocque will discuss further and present information to the Board.
   c. Board Communication & Efficiencies – NovusAgenda (Ms. Hensler)-Dr. Adams Larsen and Ms. Hensler provided a summary of information regarding the potential addition of the NovusAgenda software. Mr. Schaibley advised that the Board will need to reach out to three potential vendors and make a decision. A discussion followed regarding the cost of the service and benefit for the Board. Dr. Kolstoe moved to approve moving forward with the NovusAgenda software. All in favor. None opposed. APPROVED.
   d. Board Transitions – planning for this year’s transitions and CRT training (Dr. Adams Larsen)-The Board discussed Dr. Kuchler’s future departure from the Board. Dr. Kuchler would like to do investigations for the Board after her term end. Dr. Adams Larsen moved to accept Dr. Kuchler’s proposal for the investigator role. (see below) Roll call vote: Dr. Adams Larsen-yes, Dr. Haugen-yes, Dr. Kuchler-yes, Dr. Kolstoe-yes, Dr. Ulven-yes. APPROVED.
   e. Committee Revisions (see email forwarded from Board Office)
   f. Nomination of Dr. Alan Slusky from Manitoba to ASPPB BOD (Dr. Adams Larsen)-The Board discussed if they should support the nomination of Dr. Slusky. Dr. Adams Larsen moved that she would draft a letter. All in favor. None opposed. None abstained. APPROVED.
g. ASPPB Model Acts Requested Comments-The Board discussed and decided they will attempt to find someone to do this.

h. Planning for Board Audit – Estimate from CPA (Ms. Hensler & Mr. Schaibley)-Ms. Hensler provided information regarding Mr. Schuh providing Board Audit again. Dr. Kolstoe moved that we continue with Mr. Schuh to complete the audit. All in favor. None opposed. No abstentions. Mr. Schaibley noted that the House Bill may be changing the process of needing an audit. Dr. Kolstoe moved to amend motion to revisit at June meeting. All in favor. APPROVED.

6. Continuing Education Committee (Dr. LaRocque, Dr. Ulven, & Dr Haugen in future)
   a. Preparation of new CE Sponsor Form and CE Attendance Approval Forms
   b. Consent Agenda for Approval (see agenda submitted by CE Committee)
      i. Mind over Matters Brain Injury Conference-requested 13 CEs. MAL moved to approve this conference. No discussion. All in favor. None opposed. APPROVED.

7. Applications Committee (Dr. Ulven & Dr. Kolstoe)
   a. For EPPP
      i. Dr. Ashley Hutchison-Dr. Ulven moved to approve Dr. Hutchison to sit for the EPPP. Roll call vote: Dr. Haugen-yes, Dr. Kuchler-yes, Dr. Kolstoe-yes, Dr. Ulven-yes, Dr. Adams Larsen-yes. APPROVED.
      ii. Dr. Melissa Quincer-Dr. Ulven moved to approve Dr. Quincer to sit for the EPPP. Roll call vote: Dr. Kuchler-yes, Dr. Kolstoe-yes, Dr. Ulven-yes, Dr. Adams Larsen-yes, Dr. Haugen-yes. APPROVED.
   b. For Oral Exam
      i. Brandon Germain-tabled for committee to discuss. Dr. Kolstoe recused himself from this application. Dr. Adams Larsen will assist Dr. Ulven in making a determination on this application.
   c. Limited Practice
      i. Dr. Joseph Yohman-Dr. Ulven moved to approve Dr. Yohman for the Limited Practice Certificate. Roll call vote: Dr. Ulven-yes, Dr. Adams Larsen-yes, Dr. Haugen-yes, Dr. Kuchler-yes, Dr. Kolstoe-yes. APPROVED.
      ii. Dr. Peter Byrne-Dr. Ulven moved to approve Dr. Byrne for the Limited Practice Certificate. Roll call vote: Dr. Kolstoe-yes, Dr. Ulven-yes, Dr. Adams Larsen-yes, Dr. Haugen-yes, Dr. Kuchler-yes. APPROVED.

8. Complaints Committee Report (Dr. Kuchler, Dr. LaRocque, & Ms. Olson)
   a. Flemmer – (Ms. Olson)-tabled
   b. Benson-The Board discussed Dr. Benson’s reprimand in Minnesota. Dr. Kuchler recommended to the Board to propose a settlement agreement to send a letter of reprimand. Dr. Adams Larsen moved to have Mr. Schaibley draft a settlement agreement with reprimand. Roll call vote: Dr. Adams Larsen-yes, Dr. Haugen-yes, Dr. Kuchler-recuse, Dr. Kolstoe-yes, Dr. Ulven-yes. APPROVED.

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nd state board of psychologist examiners

BOARD TELECONFERENCE
March 20, 2017 @ 12noon CT
Originating from: 2100 S. Columbia Road, Suite 202
Grand Forks, 58201

c. Doppler Inquiry- No action was needed. Committee recommends sending Dr. Doppler letter commending him. Dr. Kuchler will send drafted letter. Board is supportive.

9. Examination Committee (Ms. Olson, Dr. Adams Larsen, & Dr. Haugen in future)- tabled

10. Special Topics
   a. School Psychology (Dr. Kolstoe) – potential collaboration with NDBCE
   b. DoH Advisory Group (Dr. Ulven)- Has first meeting this Saturday!
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)
   d. Board Policy & Office Procedures Manual (Ms. Hensler, Dr. Adams Larsen, Dr. Haugen)

11. Other Business Arising if Time Permits

12. Adjourn-Dr. Adams Larsen adjourned the meeting at 1:23 PM.

Next Board Regular Meetings (noon CT to 1:00 pm): Apr 17, May 15, Jun 19, Jul 17 & 18???, AUG 21, SEP 18, OCT 16, NOV 20, DEC 18
Committee Meetings: TBA
Oral Exams: 2017: April 12th (WED), July 12th (WED), Oct. 11 (WED)
Greetings, fellow board members! On 6/30/17, my term of service on the board will end, after (I looked it up) 28 years! Eleven of those years I served as President (1993-1996, and 1999-2007), and several more as Vice-President, before and after those presidential terms. As you know, or the newer Members will soon know, service on the board is a wonderful learning opportunity in many ways—professional, ethical, legal and political. And we have the opportunity to serve and interact with such truly dedicated and highly competent colleagues (that includes of course our non-psychologist colleagues)!

As I approached this last term of my own service, I wondered how I might utilize my past board experience. I consulted ASPPB colleagues who were in a similar position, and I got an idea from Dr. Mardi Allen, a Past-President of ASPPB (2002-2003), who was serving her board in an ongoing Investigator role; in return, her board funded her annual attendance at ASPPB to keep up to date with issues. She told me about the board Investigator training offered by the Council on Licensure, Enforcement and Regulation (CLEAR), at both a Basic and Advanced level, which she recommended. I looked into it and proposed the idea (see below) at a NDSBPE Board Retreat in Bismarck some years ago, which was the last one attended by our former board attorney, Bill Peterson. The idea was received with enthusiasm so I pursued planning for the training involved, and also checked out the need for licensure by the ND Private Investigation and Security Board to serve in this role, as suggested by Mr. Peterson.

The specifics of the proposal were and remain as follows: I would cost-share with the board, 50-50, the CLEAR Basic and Advanced Investigator training, each three days in length. After I rotate off the board, I would continue to serve in a delegated role as the board’s lead Investigator for complaints (and probably as Chair of the Complaints Committee). I would not request compensation for this, but the board would fund my attendance at one ASPPB meeting per year, to remain up to date on other boards’ legal cases and investigations.
With board approval and cost-sharing (50-50), I did complete the board Investigator Basic Training course in New Orleans, and the Advanced course in Boston. I did consult the ND Private Investigation and Security Board, who advised that as long as I did investigations exclusively for NDSBPE I would not need a license. For now, as a NDSBPE Member, I am serving as Chair of the Complaints Committee, with Dr. LaRocque, who has been incredibly diligent and conscientious as we have looked at the complaints we have received.

As we are now discussing transition planning, I am suggesting for your consideration, to consider formalizing this agreement as a motion, to delegate to me the role of lead board Investigator of complaints, upon my rotation off the board 7/1/17, with funding of my ASPPB attendance once a year to remain informed of other boards’ legal cases and investigations; this agreement could be terminated by either party at any time.

Thank you for your consideration, and hopefully for the opportunity to be of further service!
1. Call to Order (Dr. Adams Larsen, Presiding)
   a. Dr. Adams Larsen called the meeting to order at 12:03 PM.
   b. Attendance: Dr. Adams Larsen-President, Dr. Kuchler-Vice President, Dr. Kolstoe-Secretary, Dr. Ulven, Dr. Haugen, Dr. LaRocque, Mr. Schaibley-Board Attorney, Ms. Hensler-Board Office Staff Representative.
   c. Ms. Olson joined the meeting at 12:06 pm.

2. Minutes to be approved
   a. Feb. 20, 2017-tabled
   b. Mar. 20, 2017-tabled
   c. April 12, 2017-Dr. Kolstoe moved to approve. No further discussion. All in favor. None opposed. APPROVED.

3. Legislative Committee/Outreach Report (Dr. Kolstoe & Dr. Adams Larsen)-Dr. Kolstoe provided an update on the legislative bill. The new law will go into effect August 1st. The Board Congratulated and thanked Dr. Kolstoe for all his work. Mr. Schaibley will send a list of dates in order to get the rules in alignment with the law.

4. Board Office Items (Dr. Adams Larsen, Ms. Hensler, Dr. LaRocque & Dr. Haugen in future)
   a. ASPPB Contract Updates/Novus Agenda & Board Office Considerations-The Board discussed the ASPPB contract and potential future options for the Board Office. The Board will be considering either an organization from the vendor pool in North Dakota or hiring a temporary, non-classified employee for the Board. Drs. Adam Larsen, LaRocque, and Haugen will have a meeting to discuss this and bring a recommendation to the Board.
   b. ASPPB Model Acts requested comments-Dr. Adams Larsen summarized the Model Act. The Board discussed the option to provide feedback and decided Dr. Adams Larsen will send a response advising ASPPB of the Board’s general opinion.
   c. Board Audit follow-up item (Mr. Schaibley)-Mr. Schaibley explained the new option for financial audits. The Board discussed the options and decided to continue with the previously approved audit process and will move to the new system during the next audit cycle.
   d. Board Retreat and CRT- Dr. Adams Larsen noted that the Board Retreat is planned for July 17-18 and plan to do Board training on July 17.

5. Continuing Education Committee (Dr. LaRocque, Dr. Ulven, & Dr Haugen in future)
   a. Consent Agenda for Approval (see agenda submitted by CE Committee)-no updates.

6. Applications Committee (Dr. Ulven & Dr. Kolstoe)
   a. For EPPP
      i. Dr. Katrina DeDonna-Dr. Ulven moved to approve Dr. DeDonna for the EPPP. No further discussion. Roll call vote: Dr. Ulven-yes, Dr. Kolstoe-yes, Dr. LaRocque-yes, Dr. Kuchler-yes, Dr. Haugen-yes, Dr. Adams Larsen-yes, Ms. Olson-yes. APPROVED.
      ii. Dr. Mary Collins-Dr. Ulven moved to approve Dr. Collins for the EPPP. No further discussion. Roll call vote: Dr. Kolstoe-yes, Dr. LaRocque-yes, Dr. Kuchler-yes, Dr. Haugen-yes, Dr. Adams Larsen-yes, Ms. Olson-yes, Dr. Ulven-yes. APPROVED.
   b. For Oral Exams
      i. Brandon Germain-Dr. Ulven summarized Mr. Germain’s application. Dr. Ulven required further assistance from Dr. Adams Larsen, but now has clarification. Dr. Ulven moved to approve Mr. Germain to sit for the Oral Exam. No further discussion. Roll call vote: Dr. LaRocque-yes, Dr.
nd state board of psychologist examiners

BOARD TELECONFERENCE
April 17, 2017 @ 12noon CT
Originating from: 1004 Darwin Drive, Grand Forks, ND 58203

MINUTES

Kuchler-yes, Dr. Haugen-yes, Dr. LaRocque-yes, Ms. Olson-yes, Dr. Ulven-yes, Dr. Kolstoe-recuse. APPROVED.

c. For Limited Practice
d. Open Application Files Needing Board Action
   i. Dr. Mariely Nieves-The Board summarized Dr. Nieves application process thus far. She has now informed the board she is withdrawing her application. The Board will send a letter acknowledging that she has withdrawn her application.

e. Board Members to review NDCC and NDAC re processing of Application Initiation Forms
   i. List of Application Initiation Form applicants (review in dropbox)-Dr. Adams Larsen asked the Board to please review the working in the Century Code and Administrative Code regarding provisional licensure and the Board will discuss in greater length at a future meeting.

7. Complaints Committee Report (Dr. Kuchler, Dr. LaRocque, & Ms. Olson)
   a. Flemmer – (Ms. Olson)
   b. Dr. Benson – (Mr. Shaibley’s draft)- Mr. Schaibley provided a summary of Dr. Benson’s situation. He has forwarded to the Board the response from Dr. Benson’s attorney for review. The Board tabled a decision for the next meeting. The Complaints Committee will discuss this and make a recommendation.

8. Examination Committee (Ms. Olson, Dr. Adams Larsen, & Dr. Haugen in future)
   a. Roll Call Vote on Recommendations from Oral Exams on April 12, 2017
      i. Dr. Amanda Storey-Dr. Haugen moved to pass Dr. Storey on Oral Exam. No further discussion. Roll call vote: Dr. Kuchler-yes, Dr. Haugen-yes, Dr. Adams Larsen-yes, Ms. Olson-yes, Dr. Ulven-recuse, Dr. Kolstoe-yes, Dr. LaRocque-yes. PASS.
      ii. Dr. Caitlin Massop-Dr. Haugen moved to pass Dr. Massop on Oral Exam. No further discussion. Roll call vote: Dr. Haugen-yes, Dr. Adams Larsen-yes, Ms. Olson-yes, Dr. Ulven-recuse, Dr. Kolstoe-yes, Dr. LaRocque-yes, Dr. Kuchler-yes. PASS.
      iii. Dr. Jocelyn Soderstrom-The Board discussed some concerns with Dr. Soderstrom’s application. The Board will further discuss future steps in another meeting. Tabled.
      iv. Others from Oral Exam not needed vote due to having quorum at meeting.

9. Special Topics – Tabled to a later date
   a. School Psychology (Dr. Kolstoe) – potential collaboration with NDBCE
   b. DoH Advisory Group (Dr. Ulven)
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)
   d. Board Policy & Office Procedures Manual (Ms. Hensler, Dr. Adams Larsen, Dr. Haugen)

10. Adjourn
   a. Dr. Ulven and Ms. Olson left at 1:19 PM.
   b. Dr. Adams Larsen adjourned the meeting at 1:26 PM.
MINUTES

1. Call to Order-Dr. Adams Larsen called the meeting to order at 10:05 AM.
   a. Attendance-Dr. Adams Larsen-Chair, Dr. Haugen, Dr. LaRocque, Ms. Hensler-Board Office Staff Representative.

2. Consider tasks and structure of board office needs/requirements- Ms. Hensler distributed recommendations and suggestions for the Board. Dr. Adams Larsen addressed the need for full-time staff.

3. Board office procedures- Dr. Adams Larsen described the need for technology that could better efficiency and assist with board processes.

4. Consideration of Board Office management needs- The committee discussed the need for an Executive Director. It was determined that this may be a potential long term goal to consider for the 5 to 10 year range.

5. Consideration of agenda management software/ Quickbooks- The committee discussed the use of NovusAgenda if the Board chooses an Executive Director vs. a vendor. The Committee reviewed the vendor pool information. The Committee discussed the need to update the Quickbooks software. Ms. Hensler will send Quickbooks an email to determine if upgrade can be completed later.

6. Develop recommendation for the Board to consider- The committee discussed the two options of obtaining a vendor or getting an individual person/secretary for the Board. It was determined that the most stable for the Board now is a vendor. The committee reviewed the vendor pool, and reviewed the Board’s budget. The committee decided to make a recommendation to the Board to solicit to Clearwater, Kaitu, and Project Solutions and consider an Executive Director as a 5-10 year plan. Dr. Adams Larsen will follow up with Rebecca for more information.

7. Adjourn-Dr. Adams Larsen adjourned the meeting at 11:15 AM.
ND State Board of Psychologist Examiners
Teleconference Minutes
Wednesday, April 12, 2017 @ 8:30 AM CDT

Originating from:
3535 S. 31st St.
Grand Forks, ND 58201

AGENDA
Oral Exams

1. Call to Order (8:53am) Roll Call: Present is Taylor Olson, Dr. Erin Haugen, Dr. Jon Ulven, Dr. Paul Kolstoe
2. Oral Examinations:

(a) Dr. Robyn Hardie

"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 in approximately 30 minutes. The minutes will show that the executive session began at 8:54am and was attended by by Taylor Olson, Dr. Erin Haugen, Dr. Jon Ulven, Dr. Paul Kolstoe.

EXECUTIVE SESSION HELD

"The minutes will show that the executive session was adjourned at 9:26am. The public has been invited to return to the meeting room and we are now back in open session".

Roll Call Vote for Dr. Robyn Hardie—motion by Dr. Kolstoe to pass; roll call: Kolstoe--yes, Ulven--yes, Haugen--yes, Olson—yes; motion carries

(b) Dr. Amanda Storey

"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 in approximately 30 minutes. The minutes will show that the executive session began at 9:28am and was attended by by Taylor Olson, Dr. Erin Haugen, Dr. Jon Ulven, Dr. Paul Kolstoe.

EXECUTIVE SESSION HELD

“The minutes will show that the executive session was adjourned at 9:59am. The public has been invited to return to the meeting room and we are now back in open session”.

Roll Call Vote for Dr. Amanda Storey-- motion by Dr. Kolstoe to recommend to the board to pass; roll call: Kolstoe--yes, Ulven--abstain, Haugen--yes, Olson—yes; motion carries

(c) Dr. Jocelyn Soderstrom

“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 in approximately 30 minutes. The minutes will show that the executive session began at 10:02am and was attended by by Taylor Olson, Dr. Erin Haugen, Dr. Jon Ulven, Dr. Paul Kolstoe.

EXECUTIVE SESSION HELD

“The minutes will show that the executive session was adjourned at 10:34am. The public has been invited to return to the meeting room and we are now back in open session”.

Roll Call Vote for Dr. Jocelyn Soderstrom-- motion by Dr. Kolstoe to pass; roll call: Kolstoe--no, Ulven--no, Haugen--no, Olson—no; motion fails

(d) Dr. Mary Collins

“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 in
approximately 30 minutes. The minutes will show that the executive session began at 10:38 am and was attended by Taylor Olson, Dr. Erin Haugen, Dr. Jon Ulven, Dr. Paul Kolstoe.

EXECUTIVE SESSION HELD

"The minutes will show that the executive session was adjourned at 11:04 am. The public has been invited to return to the meeting room and we are now back in open session."

Roll Call Vote for Dr. Mary Collins--motion by Dr. Kolstoe to pass; roll call: Kolstoe--yes, Ulven--yes, Haugen--yes, Olson—yes; motion carries

(e) Dr. Caitlin Massop

"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 in approximately 30 minutes. The minutes will show that the executive session began at 11:08 am and was attended by Taylor Olson, Dr. Erin Haugen, and Dr. Jon Ulven.

EXECUTIVE SESSION HELD

"The minutes will show that the executive session was adjourned at 11:35 am. The public has been invited to return to the meeting room and we are now back in open session."

Roll Call Vote for Dr. Caitlin Massop--motion by Dr. Haugen to recommend pass to the board; roll call: Ulven--abstain, Haugen--yes, Olson—yes; motion carries to recommend to board a passing score.

The board discussed who

3. Adjourn—motion made by Dr. Ulven; seconded by Dr. Haugen; motion carries.

Next Oral Exam Meetings:
1. Call to Order (Dr. Adams Larsen, Presiding):
   a. Dr. Adams Larsen-President, called the meeting to order at 12:02 PM.
   b. In attendance-Dr. Adams Larsen-President, Dr. Kuchler-Vice President, Dr. Kolstoe-Secretary, Dr. Haugen, Dr. LaRocque, Mr. Schabiley-Board Attorney, Ms. Hensler-Board Office Staff Representative.
   c. Dr. Ulven and Ms. Olsen were absent with regrets.
   d. Member of public joined at 12:11 PM.

2. Minutes to be approved
   a. February 20, 2017-Dr. Adams Larsen moved to approve. No further discussion. Four in favor. None opposed. One recused. APPROVED.
   b. March 20, 2017-Dr. Adams Larsen moved to approve pending change to tabled items (8a and 9) and to add submitted proposal regarding item 5(d) at end of minutes. All in favor pending changes. None opposed. APPROVED.
   c. April 17, 2017- tabled
   d. April 28, 2017-tabled

3. Legislative Committee/Outreach Committee (Dr. Kolstoe & Dr. Adams Larsen)
   a. Rulemaking (Mr. Schabiley)-Mr. Schabiley sent the Board a timeline of the events needed to have the rules effective on Jan. 2. Dr. Kolstoe will be taking charge on drafting the rules, and is working on a rough draft. He will distribute a draft in hopes to discuss revisions at the June meeting.

4. Board Office Committee/Items* (Dr. Adams Larsen, Ms. Hensler, Dr. LaRocque & Dr. Haugen)
   a. Vendor Selection Discussion-Options for new Board Office contractor-Dr. Adams Larsen provided a summary of the recommendations of the Board Office Committee. The committee recommended to look into a 5-10 year Executive Director plan, using the vendor pool for now, setting a budget for approximately $35k per year, and sending proposals to Clearwater, Keitu, and Project Solutions. The Board discussed the recommendations. The Board is supportive. The Board Office Committee will continue to work on this.
   b. Board Policy/Procedure Manual-Dr. Adams Larsen received a templated for a P&P manual from Counselors Board. The Board Office Committee will be working in the backdrop on this.
   c. FARF CRT-Summer/Bismarck -Dr. Adams Larsen informed the Board that FARF will be organizing the event for July 17. Board members should call and reserve their rooms at the Holiday Inn. Mr. Schabiley indicated he may have his attendance covered by his office.
   d. FARF RLS-Fall (Mr. Schabiley)-Mr. Schabiley indicated that he may be able to share his cost of attendance between our board and another board. Dr. Adams Larsen is interested in attending and bringing back information for Board.

5. Continuing Education Committee (Dr. LaRocque, Dr. Ulven, & Dr Haugen)
   a. Consent Agenda for Approval (see agenda submitted by CE Committee)
      i. AI moves to approve all for item A: Ethical Dilemmas & Decision Making in Mental Health Care Setting, Mind Matters Injury Conference, ND Veterans Behavioral Health Training, and The Neurobiology & Cognition of Substance Related Disorders & Disordered Gambling. No further discussion. All in favor. APPROVED.
      ii. AI moves to approve B 1-4 and 6: Creativity and Madness, Dr. Roizen’s Preventative Lifestyle & Integrative Medicine Conference, Human Trafficking Training, Mental Illness in Medical Students and

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

*Executive Session Information: This item may/must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code section(s): § 43-52-27.1 (discussion of patient records); § 44-04-18.8 (administration of examinations); or § 44-04-19.1 (consultation with Board attorney).
nd state board of psychologist examiners

BOARD TELECONFERENCE
May 15, 2017 @ 12noon – 1:15pm CT
Originating from: Sunset Building, Office 100, West 6th St. Grafton, ND 58237
Residents-The Crisis and Some Possible Solutions, and What Does Brain Function Tell Us About Emotional Disorders. No further discussion. All in favor. APPROVED.

6. Applications Committee* (Dr. Ulven & Dr. Kolstoe)
   a. For EPPP
      i. Dr. Kathleen Tillman-Dr. Adams Larsen recused herself from this item. Dr. Kolstoe presided. Dr. Kolstoe provided a summary of Dr. Tillman’s application information and situation. The Board discussed her situation and potential possible options. The Board discussed if Dr. Tillman’s application is considered timely, being received two days after her deadline. Dr. Kolstoe moved to approve Dr. Tillman’s application for residency and table the EPPP decision for the next meeting. The Board discussed the ability to separate the two. Dr. Kolstoe amended his motion to consider Dr. Tillman’s application as timely and her status as resident can continue. Roll call vote: Dr. Adams Larsen-recuse, Dr. Kolstoe-yes, Dr. Kuchler-yes, Dr. Haugen-yes, LaRocque-yes. APPROVED. Dr. Kolstoe moved to approve Dr. Tillman to sit for the EPPP. Roll call vote: Dr. Kolstoe-yes, Dr. Kuchler-yes, Dr. Haugen-yes, Dr. LaRocque-yes, Dr. Adams Larsen-recuse. APPROVED.
   b. For Oral Exams
      i. Jacquelyn Mahoney-Dr. Kolstoe moved to approve to Ms. Mahoney to sit for Oral Exam. No further discussion. Roll call vote: Dr. Kuchler-yes, Dr/ Haugen-yes, Dr. LaRocque-yes, Dr. Adams Larsen-yes, Dr. Kolstoe-yes. APPROVED.
   c. For Limited Practice – none at this time.
   d. Open Application Files Needing Board Action-tabled
   e. Board Members to review NDCC and NDAC re processing of Application Initiation Forms – tabled
      i. List of Application Initiation Form applicants (review in dropbox)

7. Complaints Committee* (Dr. Kuchler, Dr. LaRocque, & Ms. Olson)
   a. Dr. Brooks - Investigation in process. (Dr. Kuchler)-Dr. Kuchler summarized the complaint. Dr. Brooks provided a general response but did not have enough information to respond fully. The Complaints Committee drafted information to send to Ms. Kitzman and inquire if response satisfies or do they want to pursue the complaint. If they want to proceed, we need more information. Ms. Hensler will send out this information.
   b. Dr. Benson - Committee recommendations re: Counterproposal received. (Dr. Kuchler)- Drs. Kuchler and LaRocque reviewed the counterproposal and came up with a response. They distributed this response to the Board to review. The Committee recommends that the Board consider accepting counterproposal with a few conditions as listed in Dr. Kuchler’s email. The Board instruct Mr. Schaibley to work on a Settlement Agreement to Dr. Benson. He will work closely with Dr. Kuchler to draft this letter.
   c. Dr. Flemmer- Tabled.

8. Examination Committee (Ms. Olson, Dr. Adams Larsen, & Dr. Haugen) – PRE & Oral exam retakes (Dr. Haugen)-The Examinations Committee hopes to meet to discuss these items soon.

9. Special Topics
   a. School Psychology (Dr. Kolstoe) – potential collaboration with NDBCE - Tabled
   b. DoH Advisory Group (Dr. Ulven) – Nothing to report
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)- Mr. Schaibley will follow-up on this and coordinate with Dr. Adams Larsen as needed.
   d. Board Policy & Office Procedures Manual (Ms. Hensler, Dr. Adams Larsen, Dr. Haugen) – nothing to report.

10. Adjourn- Dr. Adams Larsen adjourned the meeting at 1:12 PM.

NDSBPE MEETING AGENDA – MAY 15, 2017

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

*Executive Session Information: This item may/must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code section(s) § 45-32-27.1 (discussion of patient records); § 44-04-18.8 (administration of examinations); or § 44-04-19.1 (consultation with Board attorney).
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BOARD TELECONFERENCE

Board Office Committee Meeting
May 19, 2017 @ 12noon – 12:30pm CT
Originating from: 4571 S. Washington St., Grand Forks, ND 58201

MINUTES

Approved: 6/19/17

Board Secretary:

1. Call to Order
   a. Dr. Adams Larsen called the meeting to order at 12:02 PM.
   b. Dr. Adams Larsen, Dr. Haugen, Dr. LaRocque, and Ms. Hensler were in attendance.

2. Board Office Management Procedure Discussion
   a. The Committee discussed what should and should not be included in the Participating Addendum for the vendor solicitation. Dr. Adams Larsen suggested we ask for 1) the ability to host meetings, 2) an office space that can physically host meetings, 3) Onsite mail. The Committee discussed these items. The Committee discussed what items are most important for point values. Dr. Adams Larsen will contact Ms. Pollert regarding point assignment. With the additional information discussed, the Committee will send the documents to Ms. Pollert to review. All in favor.

3. Adjourn-Dr. Adams Larsen adjourned the meeting at 12:40 PM.

NDSBPE MEETING AGENDA

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

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

1. Call to Order at 12:02p by Dr. Margo Adams Larsen. Ms. Taylor Olson and Dr. Erin Haugen were present.
2. PRE Plan & Item review
   a. Discussed potential for trialing the PRE with successful oral exam candidates on the next two Oral Exam offerings.
   b. Security of on-line link will be investigated for the current testing mechanism.
   c. Current exam pool items will be added to the testing mechanism.
   d. Additional jurisprudence items may be added.
   e. Questions will be identified as ‘general’, LP, and ABA focused such that LP and ABA candidates will have a portion of questions specific to their practice area.
   f. We will need to put in attestations at the outset – confidentiality attestation at the end, etc.
3. PRE/ORAL Exam repetition questions – there is currently no law or rule that limits the number of times an applicant may take the exams.
4. Committee will meet again in two weeks to review progress with exam question management as well as item generation, and discuss recommendations to the Board with regard to beta testing and steps to implementation.
5. Adjourned by Dr. Adams Larsen at 12:32pm

Next Meeting: June 9th, 2017 at 8:30amCT.
nd state board of psychologist examiners

BOARD TELECONFERENCE

Examinations Committee Meeting
June 9, 2017 @ 8:30 am CT
Originating from: 107 Main Street, Williston, ND 58801

MINUTES

Approved: 6/19/17

Board Secretary: [Signature]

1. Called to Order at 8:34am by Dr. Margo Adams Larsen, presiding, with Dr. Erin Haugen and Ms. Taylor Olson on the call.
2. PRE Item Updates – Dr. Haugen has been adding items to two test versions- Psychologist and ABA. Questions discussed today include the focus of the content to include ethics in addition to law/jurisprudence, or for open-book purposes only the latter. Discussed availability of consultants to assist with ABA content, and how to utilize their assistance. Dr. Adams Larsen will draft an NDA for quick approval by Mr. Schaibley, so that we can allow current questions/content to be reviewed by consultants. Discussed also type of media presented questions, and cost/effectiveness with regard to finding content, continued availability, approved access, etc. Some content information was discussed with regard to specific items.
3. PRE Testing Mechanism Updates – consider if we want to have items presented individually or scroll-through. How do we want examinees to be able to change/edit responses. We will need to host the form in a board office account – Dr. Adams Larsen will ask Ms. Hensler to review how to create a sub-account in the board gmail for examinations@ndsbose.org. Discussed ideas about affidavits for testing and if electronic signature is required or simply typing name. Also may want to consider placement at the start and end of test.
4. PRE discuss recommendations to the Board for beta Testing and implementation – committee discussed the following ideas to review at the June Board meeting:
   a. EXAM DEVELOPMENT AND IMPLEMENTATION:
      i. Obtaining input from other jurisdictions with open-book test (Dr. Adams Larsen will follow-up)
      ii. Content development completed by July 1.
      iii. Board Member testing of current exam options by July 10.
      iv. Discussion of Exam versions, results, etc., at Board Retreat July 18.
      v. Iterations based on feedback by July 30.
      vi. Board Member and consultant second round of testing in August?
      vii. Beta Testing of approved testing versions in October – Examinees would take oral exam as usual, passing applicants would take the PRE in addition to obtain process/strategy feedback.
   b. SPECIFIC BOARD QUESTIONS:
      i. Content coverage – ethics & law/jurisprudence, or just the latter?
      ii. For Admin Code rewrites and procedures – do board members need to be present at the proctoring of the exam?
      iii. School psychology factor to consider
5. Management of Multi-Time Administrations - tabled
6. Adjourned at 9:20am.

NDSEMEETING AGENDA

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

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

BOARD TELECONFERENCE
June 19, 2017 @ 12noon – 1:15pm CT
Originating from: Sunset Building, Office 100, West 6th St. Grafton, ND 58237

Approved at meeting of: 07/18/2017

1. Call to Order (Dr. Adams Larsen, Presiding)-
   a. Dr. Adams Larsen called the meeting to order at 12:03 PM.
   b. Attendance: Dr. Adams Larsen-President, Dr. Kuchler-Vice President, Dr. Kolstoe-Secretary, Dr. Haugen, Dr. LaRocque, Ms. Olson, Mr. Schaibley-Board Attorney, Ms. Hensler- Board Office Staff Representative. Dr. Boomgaard is also present as a nonvoting member for upcoming appointment.
   c. Dr. Ulven joined at 12:05 PM.
   d. Dr. Adams Larsen introduced Dr. Boomgaard to the Board.

2. Board Office Committee/Items* (Dr. Adams Larsen, Ms. Hensler, Dr. LaRocque & Dr. Haugen)
   a. Vendor Selection Discussion-Update & Vote*

   The next item on the agenda is Vendor Selection Discussion.

   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(s) 54-44.4-05.

   The topic or purpose of this executive session is to discuss the selection of a new vendor for Board Office Management.

   At this time, a motion would be in order to discuss this topic in executive session rather than an open meeting. Is there such a motion? Dr. Kolstoe made motion, and this Board follows Kinsey Rules of Order, so does not need a second. Roll call vote for the motion to move into Executive Session.
   Dr. Margo Adams Larsen ___v____; Dr. Paul Kolstoe ___v____; Dr. Christine Kuchler ___v____; Dr. Jon Ulven___v____; Dr. Angela LaRocque___v____; Dr. Erin Haugen___v____; Ms. Taylor Olson___v____

   The motion carried. 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. The prohibition on taking final action during the executive session does not apply to providing guidance or instructions to our attorney or negotiator.

   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 1:15 PM.
nd state board of psychologist examiners

BOARD TELECONFERENCE
June 19, 2017 @ 12noon - 1:15pm CT
Originating from: Sunset Building, Office 100, West 6th St. Grafton, ND 58237

The minutes will show that the executive session began at 12:10 PM and was attended by: (Check mark indicates individuals present in the Executive Session):

- Dr. Margo Adams Larsen
- Dr. Paul Kolstoe
- Dr. Christine Kuchler
- Mr. David Schaibley
  (Board Attorney)
- Dr. Jon Ulven
- Dr. Angela LaRocque
- Dr. Erin Haugen
- Ms. Taylor Olson
- Dr. Renee Boomgaardén
- Ms. Emily Hensler

The minutes will show that the executive session was adjourned at 12:41 PM. The public has been invited to return to the meeting room and we are now back in open session.

b. Committee Minutes Process (Ms. Hensler)- Ms. Hensler provided a summary of the current committee processes. The Board discussed the different options for committee minutes. The Board decided that committees will meet, get the minutes to the full Board and they will be voted on at the next meeting.

c. Summer Transition Planning - PRE to review by July 1, AC Draft confirmed by DATE?, transition to new office vendor July 1, Board Retreat July 17&18 (Elections and new leadership to begin August 1). Dr. Adams Larsen provided a summary of this information and information the Board that the hope is to have a draft to look over for NDAC at the Board Retreat. Dr. Adams Larsen also reminded the Board of Dr. Kuchler’s change to investigative role and Dr. Boomgaardén’s appointment in July.

3. Inquiries

a. ABA Endorsement Inquiry (Mr. Schaibley)- Mr. Schaibley summarized a letter received from the Anne Carlson Center inquiring about the requirements for Endorsements for ABAs. The Board discussed options of how to respond to the letter as well as the need for Endorsements and who they should come from. Dr. Ulven moved to have Mr. Schaibley write a response letter that clarifies that the Endorsements do not HAVE to be completed by Licensed ABA’s and the Applications Committee will discuss this more deeply at another time. Roll call vote: Dr. Kolstoe-yes, Dr. LaRocque-yes, Dr. Ulven-yes, Dr. Haugen-_yes, Dr. Adams Larsen-yes, Dr. Kuchler-no. APPROVED.

4. Legislative Committee/Outreach Committee (Dr. Kolstoe & Dr. Adams Larsen)
   a. DRAFT Administrative Code - Dr. Kolstoe

5. Complaints Committee* (Dr. Kuchler, Dr. LaRocque, & Ms. Olson)

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BOARD TELECONFERENCE
June 19, 2017 @ 12noon – 1:15pm CT
Originating from: Sunset Building, Office 100, West 6th St. Grafton, ND 58237

a. Dr. Brooks - Investigation in process. (Dr. Kuchler)
b. Dr. Benson - Committee recommendations re: Counterproposal received. (Dr. Kuchler)- Dr. Kuchler worked with Mr. Schaibley to work with settlement agreement. Dr. Kuchler moves to accept proposed CE as meeting Mr. Schaibley’s requirements for CE on supervision. No further discussion. Roll call vote: Dr. Haugen-yes, Dr. Adams Larsen-yes, Dr. Kuchler-yes, Dr. Kolstoe-yes, Dr. LaRocque-yes. APPROVED.
c. Dr. Flemmer - update from Ms. Olson-tabled
d. Dr. Cavett-Investigation Report and Recommendations (Dr. Kolstoe)- Dr. Kuchler requested to add "potential perceived conflict of interest" into report Dr. Kolstoe submitted. Dr. Kolstoe moves to accept recommendations of the Cavett investigative report and to dismiss the complaint in procedure with what is recommended with amendment to report from Dr. Kuchler. Dr. LaRocque-yes, Dr. Haugen-yes, Dr. Adams Larsen-yes, Dr. Kuchler-recuse, Dr. Kolstoe-yes. APPROVED.

6. Applications Committee* (Dr. Ulven & Dr. Kolstoe)
a. For EPPP
   b. For Oral Exams-tabled
      i. Dr. Deirdre D’Orazio
      ii. Dr. Katherine Klipfel
c. For Limited Practice-tabled
   i. Dr. Richard Travis
d. New Application Initiation Form Received-tabled
   i. Board Members to review NDCC and NDAC re processing of Application Initiation Forms
   ii. Dr. John Campbell
e. Open Application Files Needing Board Action-tabled
f. Application Inquiries
   i. Dr. Hutchison’s Inquiry-Mr. Schaibley sent out a memo about Pre/Post Doc hours. Mr. Schaibley will work with Dr. Kolstoe to draft reply for this.

7. Examination Committee* (Ms. Olson, Dr. Adams Larsen, & Dr. Haugen)
a. Recommendations to the Board with regard to PRE- tabled to continued meeting time or handle via email.

8. Minutes to be approved — Board Members — if there are any edits/changes PLEASE provide those to Emily ahead of the meeting — we will not have time on this agenda to discuss specifics. If there are any needed changes, that set will need to be tabled to the next meeting.
   a. New Minutes-Dr. Adams Larsen moves to approve these as a consent agenda. No in favor, none opposed. APPROVED.
      i. April 17, 2017-Board Meeting
      ii. April 28, 2017-Board Office Committee
      iii. May 15, 2017-Board Meeting
      iv. May 19, 2017-Board Office Committee
      v. May 26, 2017- Examinations Committee
      vi. June 9, 2017- Examinations Committee
   b. Past Minutes
      i. Jan. 16, 2016- Legislative Rules Committee
9. Continuing Education Committee (Dr. LaRocque, Dr. Ulven, & Dr. Haugen)-tabled
   a. Consent Agenda for Approval (see agenda submitted by CE Committee)

10. Special Topics
    a. School Psychology (Dr. Kolstoe) – potential collaboration with NDBCE?
    b. DoH Advisory Group (Dr. Ulven)
    c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)
    d. Board Policy & Office Procedures Manual (Ms. Hensler, Dr. Adams Larsen, Dr. Haugen)

11. Other Business Arising – time permitted

12. Adjourn - Dr. Adams Larsen will send out a Doodle poll for continued meeting time this week or next.
    a. Ms. Olson left at 1:06 PM.
    b. Dr. Ulven left at 1:16 PM.
    c. Meeting adjourned at 1:31 PM.

Next Board Regular Meetings (noon CT to 1:00 pm): Jul 17 & 18 BISMARCK, AUG 21, SEP 18, OCT 16, NOV 20, DEC 18

Committee Meetings: TBA

Oral Exams: 2017: July 12th (WED), Oct. 11 (WED)
Call to Order- Dr. Adams Larsen called the meeting at to order at 12:03 PM.
   a. Attendance-Dr. Adams Larsen- President, Dr. Kolstoe- Secretary, Dr. Haugen, Dr. Ulven, Mr. Schaibley-Board Attorney, Ms. Hensler-Board Office Staff Representative.

2. Applications Committee-PK and JU reviewed.
   a. Oral Exam Candidates
      i. Deirdre D’Orazio-Dr. Ulven moved to approve Dr. D’Orazio to sit for Oral Exam. No further discussion. Roll call vote: Dr. Haugen-yes, Dr. Ulven-yes, Dr. Adams Larsen-yes, Dr. Kolstoe-yes. APPROVED.
      ii. Katherine Klipfel- Dr. Ulven moved to approve Dr. Klipfel to sit for Oral Exam. No further discussion. Roll call vote: Dr. Ulven-yes, Dr. Adams Larsen-yes, Dr. Kolstoe-yes, Dr. Haugen-yes. APPROVED.
   b. Limited Practice Certificate
      i. Richard Travis-Dr. Ulven moved to approve Dr. Travis for Limited Practice Certificate. No further discussion. Roll call vote: Dr. Adams Larsen-yes, Dr. Kolstoe-yes, Dr. Haugen-yes, Dr. Ulven-yes. APPROVED.
   c. New application initiation form- Dr. Adams Larsen summarized the process of receiving a new application form. Dr. Adams Larsen asked the Board to develop a process for issuing Provisional Licenses. The Board discussed potential options. Dr. Kolstoe moved that the Board Office can issue a Provisional Licensure letter upon receipt of Application Initiation Form and verification from jurisdictions he is licensed in. The Provisional License would be granted from date of receipt of initial application form and would be good for 6 months. No further discussion. Roll call vote: Dr. Kolstoe-yes, Dr. Haugen-yes, Dr. Ulven-yes, Dr. Adams Larsen-yes. APPROVED.

3. Examinations Committee-Dr. Adams Larsen summarized the work that the Exam Committee has completed. The goal is to have those that pass the Oral Exam test the PRE in October. The Committee requested information on what the PRE should consist of. The Committee will reach out to individuals with experience in this area and will further discuss at the Board Retreat in July.

4. CE Consent Agenda
   a. Dr. Haugen distributed a consent agenda. Dr. Haugen moved to approves items 1-12 as indicated on the consent agenda. Items 1-3 did change numbers because break numbers were different. No further discussion. All in favor. None opposed. APPROVED.

5. Board Vendor Update-Mr. Schaibley provided an update on the information received from the potential vendor. Ms. Pollert will send the Intent to Award. After seven days, if no one protests, the Board can sign a contract. No motions to change anything. Ms. Pollert will send the Intent to Award.

6. Adjourn- Dr. Adams Larsen adjourned the meeting at 12:50 PM.

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Present: Dr. Christine Kuchler, Chairperson; Dr. Angela LaRocque

1. Call to order – Dr. Kuchler called the meeting to order at 3:17 P.M.

2. Complaints Committee Minutes – At the last full board meeting, it was decided that all Minutes will be approved henceforth at a full regular board meeting, even if a quorum of the committee members is not present. Dr. Adams Larsen indicated today that this could start with today’s meeting, and that the more prior meetings approved prior to the board office transition, the better. Thus Dr. LaRocque moved that the Complaints Committee meeting minutes of 6/6/17 be approved. Motion passed. Dr. Kuchler will sign and fax these Minutes in to the board office for filing.

3. Complaints
   a. Dr. Brooks – The complainant had indicated she wished to pursue the complaint against Dr. Brooks and provided some additional necessary information, but some essential documentation was missing, namely, a copy of the complainant’s POA and notarization of the release of information. These were requested from the complainant by the board office on 6/19/17, with no response to date. The committee decided to send a follow-up request for response by 8/4/17, with notice that if we did not receive these by then we would assume she is not wanting us to proceed with the investigation at this time. Dr. Kuchler will compose the letter to be sent from the board office.
   b. Dr. Wegner – Dr. LaRocque contacted Dr. Wegner by phone on 6/29/17 with questions that were formulated by the Committee. The responses to these questions were reviewed, and additional questions formulated. Next steps in the investigation were decided as follows:
      i. Dr. LaRocque will request the name of Dr. Wegner’s office building and its manager, as well as the address of client;
      ii. Dr. LaRocque will compose a letter to the client to be sent from the board office, informing her of the nature of our interest (investigating a complaint against Dr. Wegner) and requesting clarification of an email in which she apparently stated that Dr. Wegner loaned a vehicle to the client’s daughter; and
      iii. Dr. Kuchler will contact the board’s attorney to determine and follow best procedure for requesting clinical records relevant to this investigation.

4. Other business arising – None.

5. Adjourn – Dr. Kuchler adjourned the meeting at 4:27 P.M.

Respectfully submitted by,

C.J. Kuchler, Ph.D., Chairperson
nd state board of psychologist examiners

ORAL EXAMINATIONS
July 12, 2017
737 Broadway N., Fargo, ND 58122

MINUTES

Approved at meeting of: 07/18/2017

1. Called to Order by Dr. Adams Larsen at 8:32am.
   a. Dr. Jon Ulven (hosting in Fargo), Dr. Angela LaRocque, Dr. Erin Haugen, and Dr. Adams Larsen attended the teleconference.

2. Selection of Exam Items (see set #s behind candidates names)

   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 8:43am and was attended by: Dr. Ulven, Dr. LaRocque, Dr. Haugen, and Dr. Adams Larsen. Candidates entry and exit from the executive session are noted by their names. Board members took a brief break from 10:45a-10:50a.

3. Oral Exams
   a. Brandon Germain-ABA (set 1) [8:46a-9:22a]
   b. Jacquelyn Mahoney-ABA (set 1) [9:32a-9:56a]
   c. Dr. Katherine Klipfel-LP (set 1) [10:06a-10:41a]
   d. Dr. Melissa Quincer-LP (set 3) [10:52a-11:14a]
   e. Dr. Jocelyn Sodertstrom-LP (set 2) [11:20a-11:55a]

   The minutes will show that the executive session was adjourned at 12:12p. The public has been invited to return to the meeting room and we are now back in open session.

4. Roll Call Votes
   a. Dr. Adams Larsen motioned to pass Mr. Brandon Germain on his oral exam for licensure as applied behavior analyst. Votes were: Dr. Ulven – pass; Dr. LaRocque – pass; Dr. Haugen – pass; Dr. Adams Larsen – pass. Mr. Germain passed the oral exam.
   b. Dr. Adams Larsen motioned to pass Ms. Jacquelyn Mahoney on her oral exam for licensure as applied behavior analyst. Votes were: Dr. LaRocque – fail; Dr. Haugen –
fail; Dr. Adams Larsen – fail; Dr. Ulven – fail; Ms. Mahoney did not pass the oral exam and will be invited back in October.

3. Dr. Adams Larsen motioned to pass Dr. Katherine Klipfel on her oral exam for licensure as psychologist. Votes were: Dr. Haugen – pass; Dr. Adams Larsen – pass; Dr. Ulven – pass; Dr. LaRocque – pass; Dr. Klipfel passed the oral exam.

4. Dr. Adams Larsen motioned to pass Dr. Melissa Quincer on her oral exam for licensure as psychologist. Votes were: Dr. Adams Larsen – pass; Dr. Ulven – pass; Dr. LaRocque – pass; Dr. Haugen – pass; Dr. Quincer passed the oral exam.

5. Dr. Adams Larsen motioned to pass Dr. Jocelyn Soderstrom on her oral exam for licensure as psychologist. Votes were: Dr. Ulven – fail; Dr. LaRocque – fail; Dr. Haugen – fail; Dr. Adams Larsen – fail; Dr. Soderstrom did not pass the oral exam. The examiners recommend the Board discuss these results at the Board Meeting July 18, 2017.

5. Dr. Adams Larsen thanked the examiners and adjourned the meeting at 12:20pm.
nd state board of psychologist examiners

BOARD ANNUAL RETREAT
July 17, 2017 – 8-5pm CRT Training Capital Building – Pioneer Room
July 18, 2017 @ 8-5 pm CT Capital Building – 18th Floor AAGs Conference Room

MINUTES

Approved at meeting of: 08/21/2017

July 17, 2017 – Board Members, Attorney, and Board Office Staff attended the CRT Training held from 8:30-12n and 1:15 to 4:30pm. The only Board Action taken during this training day was a photo of the attendees.

1. Call to Order & Attendance - Dr. Adams Larsen, Presiding, called the meeting to order at 8am.

July 18, 2017a. Attending: Dr. Renee Boomgaardaen, Dr. Erin Haugen, Dr. Paul Kolstoe, Dr. Jon Ulven, Dr. Margo Adams Larsen, Dr. Christine Kuchler (on phone from 8am-10am, 2:40pm-3pm), Ms. Emily Hensler (on phone from 8am-11:15am), Mr. David Schaibley, Ms. Sandra DuPuentes.

b. Absent with Regrets: Dr. Angela LaRocque, Ms. Taylor Olson

2. Mission Statement - Purpose and mission. The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public. History. The 1967 legislative assembly passed legislation establishing the state board of psychologist examiners, codified as North Dakota Century Code chapter 43-32. The board licenses psychologists, industrial-organizational psychologists, and applied behavior analysts, and registers applied behavior analysts.

3. INTRODUCTIONS & COLLABORATIVE DISCUSSION

a. Introductions

   i. Board Members: Dr. Renee Boomgaardaen – Dickinson; Dr. Erin Haugen – Grand Forks; Dr. Paul Kolstoe – Grafton; Dr. Jon Ulven – Fargo; Dr. Margo Adams Larsen – Grand Forks;

   ii. Investigator: Dr. Christine Kuchler

   iii. Attorney: Mr. David Schaibley

   iv. Board Office: Ms. Emily Hensler – Board Office – ASPPB; Ms. Kathlene Thurman – Board Office – Project Solutions; Ms. Michelle Key – Board Office – Project Solutions

b. Collaborative Processing – Through facilitated discussion, the board identified the following global interest goals for the immediate future: development of a policy and procedure manual, more video conference meetings, focus on outreach to stakeholders and public, PRE development, Renewals and CE program approvals, streamlining further the applications review process, streamlining other board functions, considerations for delegation of board authority, continuing to enhance the Committee Lead process of delegation to one and report back to the board, detailing the investigator role and procedures, development of a budget.

4. STRATEGIC PLANNING

a. Financial Review

   i. Ms. Hensler reviewed the financial picture over the past 3 years – with changes in the dues, the Board is now able to support full-time office management, there are some funds that can be designated to litigation support, there are some funds that can be designated for board office support for years with increased expenditures. Currently, expenses have been fairly consistent across the past few years.

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   i. Ms. Hensler began a formal review of current documentation as part of the transition documents that were drafted for the vendor proposal. Dr. Haugen has been working to gather historical information from minutes and Dropbox folders. The Board Office will develop policy, procedures, and processes as part of the transition with the assist of Dr. Haugen.
   ii. Discussion indicated the following would be helpful to include in the Policy/Procedures manual:
       1. Need committee definitions
       2. Need flow-chart for investigations
   iii. Discussed transition to BaseCamp project management software in lieu of NovusAgenda. BaseCamp is available for free through the new office vendor, and will provide significant efficiencies once set up as part of the transition plan.
       1. Consider how to include the investigative process/documents in this system as well
       2. Discussed information security/process/storage for board members
       3. HIPAA considerations were discussed in regard to any confidential information the Board may seek related to investigative processes.

c. 5 – 10 year planning, goals, objectives
   i. Committee previously discussed a 10-year Executive Director plan. The summary from yearly discussion above was echoed here as the base for developing the ideal transition across the years from a working board to a governance structure.
   ii. With regard to the current transition, and planning for the future, the Board Office Committee will develop a list of:
       1. What we delegate to the board office currently, and include in the meeting procedure to ensure the actions taken are ratified.
       2. What can be potential to delegate for future
   iii. Renewal Attestation – discussed and a process change will be made to add attestations to renewal applications stating that CE's were completed. CE reports WITH documentation will be requested after receipt of renewal application and payment. THREE attestation statements will be drafted by Dr. Adams Larsen to specifically address the requirements of 40 CE's completed in accordance with NDCC and NDAC citations, the completion of 3 hours in ethics, law, jurisprudence, and if supervising, the completion of 3 hours in supervision. In addition, the approach to address the odd/even year reporting will be included in this drafting.

d. Committee Strategies – delegation of authority, function of committees, & board member LEAD assignments
   i. The Committee process was discussed. The board can work most efficiently when a single Lead person is assigned to one of the committee topic areas. The board will develop policies of delegation of tasks within these areas to the lead of the committee with parameters of what would need to be reviewed
nd state board of psychologist examiners

BOARD ANNUAL RETREAT
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MINUTES

in committee (further names assigned to the topic areas) and/or full board review. These will be
developed within the next 2 months.

ii. Applications (DR. ULVEN) - review initial applications (of all types), ensure that all applications are
ready to be added to the agenda for full board approval, track any post-doc hours that may need to
be reviewed around Oral/PRE examination time.

iii. Examinations (DR. HAUGEN) - Organize the current Oral Exam schedule/repeats/etc., maintain the
question pool, coordinate the development of the new PRE written examination, host
examination committee meetings for examination purposes

iv. Complaints (DR. LAROQUUE) – review initial complaint forms that come in to determine if they are
appropriate for our board, instruct Board Office to request response from complainant, respond to
process questions related to complaints that the Board Office may have or general inquiries that
might related to complaint-type issues.

v. Investigations (DR. KUCHLER) - Investigate complaints, provide summary to the Board

vi. Legislative (DR. KOLSTOE) – Organize, draft, prepare drafts for legislative matters, collaborate with
legislators with regard to the work of the Board.

vii. Outreach (DR. ADAMS LARSEN) - newsletter, presentations, interactions with other boards, groups,
organizations, licensees, etc., assist with web and online needs.

viii. Continuing Education (DR. BOOMGARDEN) - review program approval requests, complete audits at
yearly renewals.

ix. Board Office (EXECUTIVE COMMITTEE) - assist with agenda planning, general inquiry responses,
procedures and policies

x. Budget (MS. OLSON) – develop budgets, financial reports, and monitor financial aspects for the board

e. Ethics Code development planning for law/rule changes

i. We have two codes to deal with APA and BCBA

ii. There is suggestion to consider cut/paste/modify to administrative code versus refer to these entities.

iii. Board assigned this task to Outreach (consider student involvement) and Complaints Leads to
consider further and make recommendations to the Board with 3 months.

f. CE program sponsors and evaluation policy discussion

i. Dr. Kolstoe & Dr. Adams Larsen proposed discussion related to break time considerations during in-
person trainings, similar to how Wyoming includes breaks at live attended events

ii. CE Committee to evaluate and consider NEW CE options and ideas (study groups, interdisciplinary,
continued connections with professionals). The Board would like to consider what ongoing education
most impacts professionals continual growth and competence – consider connecting with other
interdisciplinary professionals, and develop policy that focuses on this.

iii. The CE Committee will generate a full list of approved CE sponsors and how NDAC might best describe
this list.

iv. Connect with Outreach to bring new ideas developed to licensees.

g. Examinations discussion – PRE and repetitions

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attorney).
Minutes

i. Dr. Haugen lead a general discussion about repeated exams. New examination procedures were discussed. The Board agreed upon a process where by after a second failure, the board may contact the psychology resident’s supervisors to explore the examination, supervision, and practice of the candidate.

ii. PRE – focus on development for 100% passing rates for topics of law/jurisprudence – and consider use student outreach to assist with the development of this examination area law/jurisprudence.

iii. The Board discussed the considerations of Dr. Pope and others with regard to the ethics content of the examination. Further discussion will occur with the Exam committee for review at a future Board Meeting.

h. Elections

i. President – Dr. Kolstoe nominated Dr. Ulven who declined the nomination. Dr. Ulven nominated Dr. Haugen, who accepted nomination.

ii. Vice President – Dr. Kolstoe nominated Dr. Ulven who accepted.

iii. Secretary – Dr. Kolstoe indicated he would willingly continue in the role as secretary.

iv. Dr. Adams Larsen moved to approve the following nominations: Dr. Haugen for president, Dr. Ulven for VP, and Dr. Kolstoe for secretary, with positions to begin August 1, 2017. No further discussion. ROLL CALL VOTE: Dr. Adams Larsen – yes, Dr. Boomgarden – yes, Dr. Haugen – yes, Dr. Kolstoe – yes, Dr. Ulven, yes. The newly elected were welcomed to the executive roles.

5. Special Topics

a. School Psychology

i. Dr. Kolstoe informally visited with Dr. Rebecca Pitkin from ESPB. They agreed to meet further to discuss this topic. She indicated ESPE has an entirely new staff/AG/group that began recently.

ii. The Board discussion focused on obtaining information and determinations at future Board Meetings about the following:
   1. Discuss collaborative record keeping related to School Psychologists
   2. What degree do we want to insert ourselves into complaints? What is their volume.
   3. Dr. Kolstoe and Dr. Adams Larsen (Outreach) will explore with ESPB and report back to the board.

iii. Collaboration with NDBCE was inadvertently omitted from the discussion and will be tabled to the next Board meeting.

b. DoH Advisory Group Meeting

i. Had one contact with the group, no consistent follow-up.

ii. Dr. Boomgarden indicated she would be interested in following up with our representation on that committee – Dr. Ulven will contact Ms. Kody Pinks from DoH.

c. Child Support Enforcement Meetings

i. Mr. Schaibley has reached out and there is no further contact back. He will let the Outreach Lead (Dr. Adams Larsen) know if there is anything further contact for this inquiry.
nd state board of psychologist examiners

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i. ABA Endorsement
   1. Mr. Schaibley responded to indicate that applicants from states that do not license ABAs, our
      application indicates that endorsers be licensed. The inquirers took this to mean the board
      mandated the endorsers be licensed ABAs, and we indicated this was not the case.
   2. We do have the authority to structure our application questions as the Board sees fit. The
      endorsements are part of the application process.
   3. Dr. Adams Larsen moves to clarify that the 3 endorsements required with the application
      continue to be from individuals holding a professional license for which the applicant is
      applying, or when not available, from individual’s holding a professional license within a
      related field. Further discussion related to accepting of BCBA certification as acceptable in
      lieu of licensure. Mr. Schaibley indicated that the board can still review further information
      from individuals who may have more extenuating circumstances. The motion was re-read.
      ROLL CALL VOTE – Dr. Boomgaard – yes, Dr. Haugen, yes, Paul no , Ulven – yes, MAL – yes.
      The motion passed – the clarification statement stands.

ii. Telepractice Questions from Dr. Asen (Mr. Schaibley) – TABLED to next meeting.

7. COMMITTEE BUSINESS –
   a. Board Office Committee
      i. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.) – will begin reviewing at
         September 2017
      ii. Monthly Finance Report – summary review will be planned for August 2017
      iii. Meeting Minutes to be approved:
         1. June 19, 2017 – Board Meeting
         2. June 23, 2017 – Special Meeting
            a. Dr. Adams Larsen moved to approve as a consent agenda.
            b. ROLL CALL – Haugen – yes, Kolstoe, yes, Ulven, yes, MAL, yes, Boomgaard, yes.
            c. APPROVED.
      iv. Vendor Transition Updates were previously covered.
      v. Limited Practice Application Policy – Dr. Adams Larsen moved to delegate the Application
         Committee lead the authority to grant/deny the Limited Practice Letter per NDCC 43-51-05.
         ROLL CALL VOTE – Dr. Kolstoe – yes, Dr. Ulven – yes, Dr. Adams Larsen – yes, Dr. Boomgaard, yes,
         Dr. Haugen – yes.
      vi. Audit Processes – Discussion – future planning tabled – currently CPA Shuh audit is underway, so will continue
         and then discuss the potential for submitting an audit report as budget is less than $200,000 for yearly reports
         beginning with 2017-2018 timeframe at a future meeting.
   b. Legislative/Outreach/Training Committee
      i. Administrative Code Draft – Dr. Kolstoe facilitated discussion as to how to proceed – Dr. Adams Larsen and Dr.
         Kolstoe will meet after 1 week to draft revisions for the Board to vote to approve at August meeting. Members
         will send feedback to Paul to incorporate in the revisions to bring to the August meeting.
      ii. Newsletter – will go out this week, Dr. Adams Larsen will add updates from today’s meeting.

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MINUTES

iii. Training

1. CRT (yesterday) – review of learning – completed throughout today’s meeting
2. FARF RLS - October 5-8, 2017 Savannah, GA – Dr. Adams Larsen attending as Board Member, Mr. Schaibley as Board Attorney – a big thank you to the AGs office for supporting the training of their AAGs.
3. ASPPB - October 18-22, 2017 Waikoloa, HI – Dr. Kuchler attending as Board Investigator, Dr. Ulven is a possibility as well.
4. FARF Forum - January 25-28, 2018 Coronado, CA – Dr. Adams Larsen, Mr. Schaibley (Board of Audiology is able to pay for half, and discussion today concluded that this Board can pay for half as well for Mr. Schaibley to attend).
5. ASPPB - April 12-15, 2018 Savannah, GA – Dr. Boomgaardren and Dr. Haugen indicated possibility to attend this meeting.
6. CLEAR – Investigator training meetings – Dr. Kuchler may indicate interest to attend, but information was not available for this meeting.

c. Complaints Committee

i. Dr. Flemmer – Update from Ms. Olson – Ms. Olson has spoken with her local law enforcement that were able to provide some further information. In reviewing at today’s meeting, prior to proceeding to hearing, Mr. Schaibley suggested further review of disciplinary report by other jurisdictions that issued orders. Board Office (Ms. Hensler) will confirm if Dr. Flemmer was reported to the disciplinary databank. If not, Dr. Adams Larsen will draft a letter from Board Office to ask if other jurisdictions (PA or MD) would be willing to report to databank (so we do not need to proceed with a hearing).

ii. Committee Updates & Business Items

1. Taken out of order – report from Dr. Kuchler on two active complaints – Dr. Brooks and Dr. Wagner. No Board action required.
2. Mr. Schaibley indicates that Dr. LaRocque will need to recuse from voting on these cases once they are before the board and that Dr. Kuchler as investigator have the sole investigative role for future cases.
3. Moving this committee from ‘working’ to policy – Committee meeting would be called when they need to meet together to discuss policy or recommendation. Otherwise, Lead Board Member is simply the contact to the investigator. This Lead monitors for complaints processes. Investigator brings reports to the board. If investigator and Members meet, this will be noticed.

d. Applications Committee –

i. Sit for Oral Exam

1. Mr. Taylor Hill (LABA) – tabled to August 2017 meeting

ii. Business Items*

1. Dr. Travis (Mr. Schaibley) – Dr. Adams Larsen will draft a letter for the Board office to send asking for Dr. Travis to clarify with the Florida board that he is not practicing in FL.

NDSBPE MEETING AGENDA

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nd state board of psychologist examiners

BOARD ANNUAL RETREAT
July 17, 2017 – 8-5pm CRT Training Capital Building – Pioneer Room
July 18, 2017 @ 8-5 pm CT Capital Building – 18th Floor AAGs Conference Room

MINUTES

2. Dr. Jocelyn Soderstrom (Mr. Schainley) – Discussion out of order – the Board reviewed implications of new repeated examination procedure and will request that Dr. Soderstrom’s supervisor(s) attend the next board meeting.

e. Examination Committee
   i. Scheduling of Oral Exam dates – Board office will ensure notation in the SOS calendar that dates are subject to change.
      1. Oct 9th vs. 11th (Mon, 9th, 2017 is Columbus Day) discrepancy was clarified. More members are able to attend on WEDNESDAY, OCT 11. It will be held on WEDNESDAY.
      2. Future Dates – discussion – tabled until further clarification of PRE/ORAL exam procedures, but will need to be established by October 1, 2017.
   ii. Feedback from board on PRE – Board Members are again asked to provide feedback to the Examination Committee Lead Member for review and integration.
   iii. Recommendations for the Administrative Code related to PRE process/procedures – covered in other discussion previously noted above

f. Continuing Education Committee
   i. Brief discussion, and Dr. Boomgaardern indicated an interest in heading up some improvements in the CE processes.

8. Other Business Arising – time permitted – none added

9. Adjourn – 4:54pm by MAL

Respectfully submitted by:
Margo Adams Larsen, Ph.D.
Licensed Psychologist

Next Board Regular Meetings (noon CT to 1:00 pm): AUG 21, SEP 18, OCT 16, NOV 20, DEC 18
Committee Meetings: TBA
Oral Exams: 2017: Oct. 11 (WED)
Call to Order & Attendance (Dr. Haugen, Presiding)
   a. Dr. Erin Haugen called the meeting to order at 12:09pm
   b. Attendance – Dr. Haugen-President, Dr. Ulven-Vice-President, Dr. Kolstoe-Secretary, Dr. Adams Larsen, Dr. Boomgaard, Dr. LaRocque, Ms. Key-Board Office Staff Representative
   c. Member of the public present
   d. Ms. Taylor Olson joined at 12:21pm

Mission Statement - Purpose and mission. The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public. History. The 1967 legislative assembly passed legislation establishing the state board of psychologist examiners, codified as North Dakota Century Code chapter 43-32. The board licenses psychologists, industrial-organizational psychologists, and applied behavior analysts, and registers applied behavior analysts.

INVITED ATTENDEE
   a. Dr. Catherine Yeager (supervisor of Dr. Jocelyn Soderstrom; Dr. Adams Larsen)*
      i. Dr. Haugen recused herself for this item and noted the reason being Dr. Catherine Yeager owns the practice where Dr. Haugen is employed – recusal noted, Dr. Ulven presided.
      ii. 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 to discuss applicant Dr. Soderstrom as it pertains to the oral examination process.

We will convene in executive session. The executive session will be recorded an all member of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. The prohibition on taking final action during the executive session does not apply to providing guidance or instruction to our attorney or negotiator.

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 12:25pm.

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The minutes will show that the executive session began at 12:13pm and was attended by: (Check mark indicates individuals present in the Executive session):

- Dr. Erin Haugen
- Dr. Jon Ulven
- Dr. Renee Boomgaard
- Ms. Taylor Olson
- Dr. Margo Adams Larsen
- Dr. Paul Kolstoe
- Dr. Angela LaRocque
- Dr. Catherine Yeager

Dr. Catherine Yeager left the executive session at 12:39pm.

The executive session was adjourned at 12:41pm. The public was invited to return to the meeting room and returned to open session. Dr. Erin Haugen rejoined the meeting at 12:43pm and presided over the remainder of the meeting.

4. INQUIRY ITEMS
   i. ABA Endorsement -- documents in Basecamp (Mr. Schaibley - Update) Dr. Adams-Larsen shared with the Board that Mr. Schaibley's response to the two attorneys at the Anne Carlsen center centered around clarifying previous communications and the requirements for licensure in the State of ND. A motion was made to issue a provisional practice letter for Taylor Hill and Erinn Larkin while their applications are being processed by the Board. (Ulven motion / Adams-Larsen carried) Role Call vote: Haugen-Y, Ulven-Y, Adams-Larsen-Y, Kolstoe-Y, Boomgaard-Y, LaRocque-Y, Motion Passed.
   ii. Telepractice Questions from Dr. Aasen (Mr. Schaibley/Dr. Haugen) Dr. Haugen provided response to Dr. Aasen's initial telepractice questions and is awaiting response from Mr. Schaibley for a subsequent question.
   iii. LABA and RABA Questions from Ms. Barchenger -- document in Basecamp (Dr. Boomgaard) Dr. Boomgaard is waiting for a reply from Mr. Dave Schaibley - TABLE.
   iv. Post-doctoral inquiry from Dr. Tara Geigle -- document in Basecamp (Mr. Schaibley) Dr. Haugen – In communication with Mr. Dave Schaibley, a drafted email response will be provided to Ms. Geigle by Dr. Haugen.

5. COMMITTEE BUSINESS
   a. Board Office (Dr. Haugen)
      i. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.) – to be reviewed in September 2017 meeting – Dr. Haugen – these items will be reviewed in September.
      ii. Meeting Minutes to be approved
         1. July 17 & 18, 2017 – Board Retreat Meeting (distributed by Dr. Adams Larsen via email) A motion was made to approve the minutes. (Boomgaard motion / Haugen carried) Role Call vote: Haugen-Y, Ulven-Y, Adams-Larsen-Y, Kolstoe-Y, Boomgaard-Y, LaRocque-Y, Olson-Y, Motion Passed.
MINUTES

iii. Vendor Transition Updates
   1. Dropbox vs Basecamp – Dr. Haugen A motion was made to utilize Basecamp going forward as the official repository of information for the Board (Kolstoe motion / Haugen carried) Role call vote: Haugen-Y, Ulven-Y, Kolstoe-Y, Boomgaarden-Y, La-Roque-Y, Olson-Y Motion Passed.
   *Dr. Adams-Larsen left the teleconference at 12:55pm.
iv. Future full board meeting dates -- discussion (see document in Basecamp) – Dr. Haugen A motion was made to approve the Oral exam dates of 01.17.18, 04.18.18, 07.18.18 and 10.17.18 the Full Board meeting dates will be 01.08.18, 02.12.18, 03.19.18, 04.16.18, 05.21.18, 06.18.18 Board retreat 07.16-17.18, 08.20.18, 09.17.18, 10.15.18, 11.29.18 and 12.17.18 (Haugen motion) Role call vote: Haugen-Y, Ulven-Y, Kolstoe-Y, Boomgaarden-Y, LaRocque-Y, Olson-Y Motion Passed.
   v. Procedure and Functions Manual Updates
      1. Distributions to committee leads for review/discussion in September meeting – Dr. Haugen will distribute sections of the manual to the respective committee leads for feedback to be provided directly to her prior to September board meeting. Sections will be discussed in future board meetings as procedures and functions need to be determined.
   vi. Committee assignments (review document in Basecamp) – Dr. Ulven suggested committee functions and assignments be discussed further, as a committee of 2 Board members presents some limitations for Board member work. Dr. Haugen indicated current assignments will remain and this issue will be discussed further in the September meeting - TABLE

b. Budget Committee (Dr. Kolstoe)
   i. Budget of 2017-2018 – Dr. Kolstoe posted the proposed budget in Basecamp. Board members will review this document for discussion in the September meeting - TABLE

c. Legislative Committee (Dr. Kolstoe)
   i. Administrative Code Draft – Dr. Kolstoe discussed suggested revisions by Board members and their context – Motion by Dr. Kolstoe: Approve the changes proposed for the Administrative Code submitted, with the technical edits provided by Dr. Haugen reviewed during the meeting, such that these changes be written in Legislative Language shared with the Board members. Pending no objections by any Board member when distributed, in a reasonable time, it will be considered approved and the next steps in legislative oversight will be completed. Role call vote: Haugen-Y, Ulven-Y, Kolstoe-Y, Boomgaarden-Y, LaRocque-Y Motion Passed.

*Ms. Olson left the teleconference at 1:27pm

d. Outreach/Training Committee (Dr. Adams Larsen)
   i. Training

NDSBPE MEETING AGENDA

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Minutes

1. FARBC – Regulatory Law Seminar (RLS) Savannah, GA October 5-8, 2017
2. ASPPB – Meeting of Delegates Waikoloa, HI October 18-22, 2017 – Dr. Haugen-Dr. Adams-Larsen will attend in Dr. Ulven’s spot.

e. Complaints Committee* (Dr. LaRocque)
   i. Dr. Flemmer – (Update from Dr. Adams Larsen) - TABLED
   ii. Investigator Updates
      1. Dr. David Brooks – Dr. LaRocque – A motion was made to dismiss the complaint made against Dr. Brooks. (LaRocque motion / Haugen carried) Role call vote: Haugen-Y, Ulven-Y, Kolstoe-Y, Boomgaardaen-Y, LaRocque-Y Motion Passed The Board office will send a letter to Dr. Brooks indicating this response.
   iii. Business Items - none noted

f. Applications Committee* (Dr. Ulven)
   i. Sit for Oral Exam
      1. Mr. Taylor Hill (LABA) A motion was made to allow Mr. Taylor Hill to sit for oral exam pending completed endorsements for licensure. (Ulven motion / Haugen carried) Role call vote: Haugen-Y, Ulven-Y, Kolstoe-Y, Boomgaardaen-Y, LaRocque-Y. Motion passed
   ii. Business Items*
      1. Dr. Travis (Mr. Schaibley) - TABLE
      2. Service/Experience Category definitions on PLUS form (APPIC; Dr. Ulven) - Dr. Ulven indicated he will be working with Mr. Schaibley on a response.
      3. Dr. Deirdre D’Orazio (Dr. Haugen) – Board will communicate Oral exam dates in 2017 and 2018. Dr. Kolstoe discussed learning of Dr. D’Orazio’s availability and possible coordination with Board availability in the event of a conflict.

g. Examination Committee* (Dr. Haugen)
   i. Scheduling of Oral Exam dates - Item taken out of order
      1. Oct 11th, 2017
   ii. Future Dates - discussion (see document in Basecamp)
   iii. Feedback from board on PRE - TABLED
   iv. Recommendations for the Administrative Code related to PRE process/procedures - item taken out of order

h. Continuing Education Committee (Dr. Haugen/Dr. Boomgaardaen)
   i. Consent Agenda (see document in Basecamp) Dr. Haugen – A motion was made to make an amendment on the consent agenda for item #9 to approve for 60 minutes instead of 50 minutes and approve items on the
August 21, 2017 @ 12-1:15pm CT

MINUTES

Consent agenda items 1-9. (Haugen motion) Role call vote: Haugen-Y, Ulven-Y, Kolstoe-Y, Boomgaard-Y, LaRocque-Y. Motion passed
ii. CE tracker software - TABLED

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

7. Other Business Arising – time permitted

8. Adjourn – Dr. Erin Haugen adjourned the meeting at 1:41pm.

Next Board Regular Meetings (noon CT to 1:00 pm): SEP 18, OCT 16, NOV 20, DEC 18 ; 2018 DATES: JAN 8, FEB 12, MAR 19, APR 16, MAY 21, JUNE 18, JULY 16 - 17 (BOARD RETREAT?), AUG 20, SEPT 17, OCT 15, NOV 29, DEC 17

Committee Meetings: TBA

Oral Exams: 2017: Oct. 11 (WED); 2018 DATES: JAN 17 (WED), APR 18 (WED), JULY 18 (WED), OCT 17 (WED)
Present: Dr. Angela LaRocque, Chairperson; Dr. Christine Kuchler, NDSBPE Investigator

1. Call to order-Dr. LaRocque called the meeting to order at 10:00 am.
2. Complaint
   a) Dr. Wegner-Questions from previous meeting were discussed.
      i) Dr. LaRocque will request the name of Dr. Wegner’s office building and its manager, as well as the address of client: Update-Dr. Wegner reported she rents her office space in a building that has 20 other businesses. There is a community room available for free for anyone to use in the basement of the building. A calendar, which hangs outside of the community room is used to reserve the room for use. One simply needs to write in the date and time of use. She did not recall her business manager. She did provide the address of client via email.

      ii) Dr. LaRocque will compose a letter to the client to be sent from the board office, informing her of the nature of our interest (investigating a complaint against Dr. Wegner) and requesting clarification of an email in which she apparently stated that Dr. Wegner loaned a vehicle to the client’s daughter: Update-This letter was NOT sent due to client writing a letter to the board office on July 5th, 2017 explaining the reason behind the email, providing clarification of it, and also explaining other concerns the committee had regarding the potential dual relationship between her and Dr. Wegner.

      iii) Dr. Kuchler will contact the board’s attorney to determine and follow best procedure for requesting clinical records relevant to this investigation: Update-Records were received from Dr. Wegner and were reviewed prior to today’s meeting. There were a lot more dates and a longer time-line of Dr. Wegner seeing the clients than Dr. Wegner originally reported in her response to the board. There were dates where she met with the clients on the same date but only reported having one family session with them. Dr. Kuchler, as board investigator, brought up concerns regarding billing of services. It was decided she would investigate questions about the billing of services which arose as a result of reviewing the clinical records.

   iv) As of today, facts reveal no violation regarding original complaint. However, questions regarding billing of services will be requested from Dr. Wegner, and will be further clarified prior to final recommendations to the board.

3. Adjourn-Dr. LaRocque adjourned the meeting at 10:58 am.

Respectfully submitted by,
Angela LaRocque, PHD, Complaints Committee Chairperson
nd state board of psychologist examiners
402 East Main Street, Suite 5 - Bismarck, ND 58501

Monday, September 18, 2017 @ 12:15pm CT

MEETING MINUTES

Approved at meeting on: 10/16/2017

1. Call to Order & Attendance (Dr. Haugen, Presiding)
   Dr. Erin Haugen called the meeting to order at 12:04pm
   Attendance – Dr. Erin Haugen – President; Dr. Jon Ulven (joined at 12:12pm) – Vice President; Dr. Paul Kolstoe – Secretary;
   Dr. Margo Adams Larsen; Dr. Renee Boomgaarden (joined at 12:05pm); Dr. Angela LaRocque (joined at 12:05pm); Ms.
   Taylor Olson
   Others: Mr. David Schaibley, NDSBPE legal council; Ms. Kathlene Thurman and Ms. Michelle Key, NDSBPE board office staff

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

3. NEW BUSINESS
   a. Inquiry Items
      i. License numbers on Provisional License Status letters (Dr. Haugen/Mr. Schaibley): Dr. Haugen issued license
         numbers to two individuals who were recently issued Provisional License Status letters under consultation with
         Mr. Schaibley and Dr. Adams Larsen per request. A motion was made by Dr. Boomgaarden to ratify the decision to
         issue provisional license numbers for the provisional license status letters and then to grant the board
         president the capacity to issue these numbers in the future. Role call vote: Dr. Adams Larsen – Y, Dr. Kolstoe –
         Y, Ms. Olson – Y, Dr. Boomgaarden – Y, Dr. LaRocque – Y and Dr. Haugen – Y. Motion passed.

4. BOARD BUSINESS
   a. Board Office Coordinator (Dr. Haugen)
      i. Monthly Status Report – (7/14 to 9/14 - 1169 emails; 7/14 to 8/21 - 714; 8/22 to 9/14 - 455): Dr. Haugen
         reviewed the report. Due to the significant amount of board office work related to renewals until January, Dr.
         Haugen advised collection of board statistics will be suspended until January. The January statistics will be
         provided in the February meeting.
      ii. Meeting Minutes to be approved (see document in Basecamp)
         1. August 21, 2017, Board Meeting: A motion was made by Dr. Adams Larsen to approve the minutes. Voice
            vote was obtained to approve the minutes. Motion passed.
      iii. Monthly Finance Report (see document in Basecamp; Dr. Haugen): nothing to review at this time. The board
          office will have a financial report prepared for review in the October meeting.
   iv. Board Meeting Date Changes
      1. November 29, 2018 is a Thursday (not a Monday); proposed change to November 26 – A motion was made
         by Dr. Haugen to change the date to Monday, November 26th, 2018. A voice vote was obtained to approve
         the change of meeting date. Motion passed.
      2. July 18, 2018 would be following proposed retreat; proposed change to July 25 – A motion was made by Dr.
         Haugen to change the date to Wednesday, July 25th, 2018. A voice vote was obtained to approve the
         change of meeting date. Motion passed.
   v. Vendor Transition Updates

NDSBPE MEETING MINUTES

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Meeting Minutes

1. Ms. Kathlene Thurman will provide primary office support: Dr. Haugen shared with the Board that Ms. Michelle Key will continue to host meetings in Bismarck and take minutes for the Board meetings.
2. Communicating with board staff and board staff tasks: Dr. Haugen requested any large project requests to be submitted through Dr. Haugen to prioritize and balance the workflow for the Board.
3. Files transitioning to basecamp (Applications, CE's to review): This will be the primary hosting spot for the Board. Dr. Haugen transitioned the NDSBPE applications to Basecamp. All board review files (applications, CE's) will now be uploaded to basecamp for review. She will continue to transition appropriate files to Basecamp.
4. NDSBPE Form review (specifically review CE Program Sponsor Approval and CE Reporting Approval in Basecamp in Forms/Letter Templates Revised and Awaiting Approval folder): Dr. Haugen provided an overview on the forms. No board members had feedback indicating changes. Mr. Schaibley requested time in the future to discuss precautions when using basecamp when working jointly on documents in basecamp so the board can continue to follow open meeting laws.

vii. Procedure and Functions Manual Updates

NDSBPE Meeting Minutes

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nd state board of psychologist examiners
402 East Main Street, Suite 5 - Bismarck, ND 58501

Monday, September 18, 2017 @ 12:15pm CT

MEETING MINUTES

1. Feedback from board on Overview, Board Member, and Board Meeting sections: Dr. Haugen discussed some changes to the manual. No additional feedback provided during the meeting.

2. Committee functions and assignments (review document in Basecamp for proposal): Board members discussed how to assign work to board members. It was suggested by Mr. Schaibley to discontinue the term committee, particularly leads had been assigned to each work area. Dr. Adams Larsen suggested to replace the phrase “committee lead” with “coordinator” for each work area. The coordinator of each area is ultimately responsible for that workload and may reach out to another board member as necessary and maintain respect to open meeting laws. The board was in agreement that this process could facilitate workflow and ultimately determined this process would be used.

b. **Budget Coordinator** (Dr. Kolstoe)
   i. Budget of 2017-2018 (review document in Basecamp): Dr. Kolstoe provided an overview of the document in Basecamp. Dr. Adams-Larsen proposed the Board review the document and discuss during the October meeting. This item was TABLED

c. **Legislative Coordinator** (Dr. Kolstoe)
   i. Administrative Code Draft Updates: Dr. Kolstoe provided updates for Mr. Schaibley’s office to review. Mr. Schaibley’s office should review the draft some time next week. Dr. Kolstoe reminded the board of the standing motion that was approved from the September meeting related to this item.

d. **Outreach/Training Coordinator** (Dr. Adams Larsen)
   i. Action items
      1. Discussion about educational talk on LABA licensing in ND to UND ABA students (on-line): Dr. Adams Larsen met with Dr. Terras and Dr. Juntenen per their request. They addressed the possibility of having a licensing coordinator/liaison on campus for graduates. Dr. Adams Larsen also requested permission from the Board to prepare an informational presentation regarding licensure/registration to be shared with applicants. The Board also discussed outreach to other possible applicant pools. The Board granted Dr. Adams Larsen permission to proceed with this action item.

2. Application Tracking/Eligibility Form (referred to Applications committee): Dr. Adams Larsen reviewed the form she drafted and posted in Basecamp. This form would streamline the application and tracking process for NDSBPE. Discussion of seeking a release of information between the Board and supervisors was discussed and agreed could be useful, which will be added to the tracking form. Dr. Adams Larsen noted this form would be worked on with the applications coordinator, and Dr. Haugen indicated it would be helpful for the board office coordinator to be included to facilitate board office work.

3. Board direction to the Outreach committee to work with various stakeholders to potentially be meeting site hosts: Dr. Adams Larsen discussed outreach to various groups for possible inclusion as meeting sites to facilitate public engagement.

   ii. Training
      1. FARF RLS – October 5-8, 2017 (Savannah, GA): Dr. Adams Larsen attending as board member, Mr. Schaibley as board attorney
      2. ASPPB – October 18-22, 2017 (Waikoloa, HI): Dr. Adams Larsen attending as board member, Dr. Kuchler attending as board investigator

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MEETING MINUTES

3. FARB Forum – January 25-28 (Coronado, CA): Dr. Adams Larsen, Mr. Schaibley (Board of Audiology able to pay for half, NDSBPE paying for half)
4. ASPPB – April 12-15 (Savannah, GA): Dr. Boomgaard and Dr. Haugen possibly attending
5. CLEAR – Investigator training: Dr. Adams Larsen indicated she will speak with Dr. Kuchler regarding CLEAR training dates.

e. Complaints Committee* (Dr. LaRocque, coordinator)
   i. Dr. Flemmer (Update from Dr. Adams Larsen): No discipline reported in ASPPB databank. Therefore, Dr. Adams Larsen will move along with the process.
   ii. Dr. Wegner: This is still an open investigation. The complaints committee hopes to have recommendations for the board during the October meeting.
   iii. Investigator Updates: Dr. LaRocque discussed updates related to the Dr. Wegner complaint.
   iv. Business Items: none needing to be addressed

Ms. Olson left the meeting at 1:05pm.

f. Applications Coordinator* (Dr. Ulven)
   i. Sit for EPPP
      1. Campbell (LP) - A motion was made by Dr. Ulven to allow Dr. John Campbell to sit for the EPPP. Role call vote: Dr. Kolstoe - Y, Dr. Boomgaard - Y, Dr. LaRocque - Y, Dr. Adams Larsen - Y, Dr. Haugen - Y and Dr. Ulven - Y. Motion passed.
      2. Donohue (LP) - A motion was made by Dr. Jon Ulven to allow Dr. Keith Donohue to sit for the EPPP. An amended motion was submitted by Dr. Adams Larsen to approve Dr. Donohue to sit for EPPP pending receipt of documents required for psychology resident status if Dr. Donohue is practicing in North Dakota. Role call vote for the amended motion: Dr. Boomgaard - Y, Dr. Adams Larsen-Y, Dr. Haugen - Y, Dr. Ulven - Y, Dr. LaRocque and Dr. Kolstoe - Y. Motion passed.
      3. Gordon (LP) - A motion was made by Dr. Ulven to allow Dr. Kathryn Gordon to sit for the EPPP pending receipt of documents required for psychology resident status if Dr. Gordon is practicing in North Dakota. Role call vote: Dr. LaRocque - Y, Dr. Ulven - Y, Dr. Kolstoe - Y, Dr. Boomgaard - Y, Dr. Adams Larsen - Y, and Dr. Haugen - Y. Motion passed.

   ii. Sit for Oral Exam
      1. Hill (LABA) – endorsement updates: no updates to provide, no action required.
      2. Larkin (LABA) – PLUS updates: no PLUS application has been received by the board office
      3. Owens (LP) - A motion was made by Dr. Ulven to approve for Dr. Rhea Owens to sit for the Oral exam. Role call vote: Dr. Ulven - Y, Dr. Boomgaard - Y, Dr. Kolstoe - Y, Dr. LaRocque - Y, Dr. Haugen - Y, Dr. Adams Larsen - Y. Motion passed.
      4. Motl (LP) - A motion was made by Dr. Ulven to approve for Dr. Thomas Motl to sit for the Oral exam. Role call vote: Dr. Ulven - Y, Dr. Boomgaard - Y, Dr. Kolstoe - Y, Dr. LaRocque - Y, Dr. Haugen - Y and Dr. Adams Larsen - Y. Motion passed.

   iii. For Limited Practice: none received
   iv. List of Application Initiation Forms Received since last meeting: none received
   v. Open Application Files Needing Board Action: none received

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vi. List of Supervision Notification Forms Received since last meeting
   1. Zeitchick
   2. Weber
   3. Collins
   4. Soderstrom

vii. Business Items*
   1. Dr. Travis (Mr. Schaibley): Dr. Adams Larsen and Mr. Schaibley will discuss further and determine the response going forward to be discussed during the October meeting. TABLED
   2. Dr. Soderstrom (Dr. Adams Larsen): Discussed inquiry received by Dr. Soderstrom regarding oral exams and response provided to her. No subsequent communication has been received from Dr. Soderstrom regarding her inquiry.

viii. Walk on Item
   Dr. Kolstoe discussed situations where an applicant submitted paperwork and/or payment that becomes lost in the mail. He requested permission that the Board proceed in processing the application paperwork received while the submission of lost payment is being resolved. The Board discussed that this is reasonable and requested that the applicant provide documentation regarding that payment was submitted while new payment is being issued. The Board agreed to proceed with the application process, noting that if payment is not ever received, the license will not be issued until payment is provided.

Mr. Schaibley left the meeting at 1:37pm

g. Examination Coordinator* (Dr. Haugen)
   i. Location for Oral exams October 11 – Dr. Ulven, Dr. Kolstoe, and Dr. Boomgaard will not be able to attend. Dr. Haugen will speak with other Board members regarding their availability, as at least 2 members need to be present to conduct oral exams. Given the Board will not have a quorum votes on the oral exams will be held in the October meeting. Dr. Haugen will host the Oral Exam.
   ii. Exam content (law, jurisprudence, ethics) - TABLED

h. Continuing Education Coordinator (Dr. Boomgaard)
   i. Consent Agenda: no consent agenda provided. Dr. Boomgaard will submit a consent agenda for CE requests to be addressed at the next meeting.
   ii. CE tracker software - TABLED
   iii. Upcoming committee meeting to discuss renewal/audit process – item taken out of order; discussed within the context of the renewal process. The continuing education coordinator will work with Dr. Adams Larsen and Dr. Haugen regarding the renewal process.

5. SPECIAL TOPICS
   a. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen): no updates
   b. DoH Autism Advisory Group (Dr. Boomgaard): item taken out of order and discussed under inquiries. Mr. Schaibley and Dr. Boomgaard discussed proposed response to Ms. Barchenger’s inquiry on the September agenda. Proposed response was reviewed and discussed amongst the Board. Dr. Boomgaard share proposed response with Ms. Barchenger.
   c. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley): no updates

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6. Other Business Arising – time permitted
7. Adjourn – Dr. Erin Haugen adjourned the meeting at 1:48pm

Next Board Regular Meetings (noon CT to 1:15 pm):
2017 DATES: SEP 18, OCT 16, NOV 20, DEC 18
2018 DATES: JAN 8, FEB 12, MAR 19, APR 16, MAY 21, JUNE 18, JULY 16 - 17 (BOARD RETREAT?), AUG 20, SEPT 17, OCT 15, NOV 26 (note date change), DEC 17
Committee Meetings: TBA
Oral Exams:
2017: OCT 11 (WED)
2018 DATES: JAN 17 (WED), APR 18 (WED), JULY 25 (WED; note date change), OCT 17 (WED)
nd state board of psychologist examiners

BOARD TELECONFERENCE

Complaints Committee
September 28, 2017 @ 2:30pm CT
Originating from: IHS Behavioral Health,
1300 Hospital Loop, Belcourt, ND 58316

Approved at meeting of: 10/16/2017

Board Secretary:

Present: Dr. Angela LaRocque, Chairperson; Dr. Christine Kuchler, NDSBPE Investigator

1. Call to order-Dr. LaRocque called the meeting to order at 2:31 pm.
2. Complaint
   - Dr. Wegner: Update-Dr. Kuchler got a response from Dr. Wegner and reviewed billing for dates where multiple clients were seen. She was able to verify that they were seen separately but consecutively. Dr. Wegner billed the visits separately. There were no concerns found regarding Dr. Wegner's billing of the dates reviewed. There was discussion Dr. Wegner should have been more accurate when responding to the board and perhaps, should have provided more facts and dates when responding to the compliant. However, facts now reveal there was no violation regarding the original complaint. Dr. Kuchler will write a report with conclusions and recommendations regarding this complaint.

3. Adjourn-Dr. LaRocque adjourned the meeting at 3:11 pm.

Respectfully submitted by,

Angela LaRocque, PHD, Complaints Committee Chairperson

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nd state board of psychologist examiners

ORAL EXAMINATIONS
October 11, 2017
3535 S. 31st Street, Suite 201
Grand Forks, ND 58201

MINUTES

Approved at meeting of: 10/16/2017

1. Called to Order by Dr. Haugen at 8:32am. Roll call: Present are Dr. Angela LaRocque and Dr. Erin Haugen. Ms. Kathlene Thurman was also present to provide Board Office support.

2. Selection of Exam Items

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

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

3. Oral Exams
   a. Ms. Jacquelyn Mahoney-ABA (8:58am to 9:17am)
   b. Dr. Thomas Motl-LP (9:25am to 9:44am)
   c. Dr. Rhea Owens-LP (9:49am to 10:16am)

The minutes will show that the executive session was adjourned at 10:23am. The public has been invited to return to the meeting room and we are now back in open session.

4. Roll Call Votes: Roll call votes were not taken during this meeting, as a quorum was not present. Dr. Haugen and Dr. LaRocque will bring information for discussion and recommendations for a vote to the full board meeting on October 16, 2017.

5. Dr. Haugen adjourned the meeting at 10:24am.
Next Oral Exam Meetings (** subject to change**)  

January 11, 2018; April 18, 2018; July 25, 2018; and October 17, 2018
1. Call to Order & Attendance: Dr. Haugen, presiding, called the meeting to order at 12:08pm
   a. Attending: Dr. Erin Haugen (President), Dr. Jon Ulven (Vice President; left meeting at 1:20pm), Dr. Renee Boomgaard, Dr. Angela LaRocque, Ms. Taylor Olson (left meeting at 1:12pm), Mr. David Schaibley (legal counsel), Ms. Kathlene Thurman (board office), and Ms. Brandy Tennant (board office).
   b. Absent with regrets: Dr. Margo Adams Larsen and Dr. Paul Kolsto (Secretary)

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

3. NEW BUSINESS
   a. General items to address
      i. Basecamp and Open Meeting Laws (Mr. Schaibley)
         1. Board members commenting on items in basecamp will violate open meeting laws.
         2. Campfire and To-Do feature is allowable for communicating with board office staff but not between board members per open meeting laws.
      ii. ASPPB supervision guidelines, open comment period-November 17 deadline (Dr. LaRocque): Dr. LaRocque is reviewing the draft guidelines and will updated Board during November meeting regarding contents and suggestions.
      iii. Teaching psychology courses and the practice of psychology (Board members to review definition of practicing psychology in NDCC 43-32 and application initiation forms in basecamp for Dr. Gordon and Dr. Donohue)
         1. Discussion held by Board regarding if applicants teaching classes with clinical content were engaging in the practice of psychology per NDCC 43-32. Mr. Schaibley inquired as to whether students taking these classes were interacting with patients/clients. Dr. Boomgaard inquired if feedback or reports were given during assessments classes. Dr. Ulven addressed protection of the public and how this pertained to classes with clinical content.
         2. Mr. Schaibley discussed how seeking psychology resident status would circumvent the board needing to make this determination and that this could be shared with the applicants.
         3. Board members determined that additional information was needed to determine if applicants were engaging in the practice of psychology per NDCC 43-32.
         4. Dr. Haugen will draft an email for the Board Office to send to Dr. Gordon and Dr. Donohue asking for additional information so the Board could make that determination.
         5. The Board determined that future applicants in similar circumstances will be reviewed on a case-by-case basis.

   b. Inquiry Items: none to be addressed by the Board.
4. BOARD BUSINESS
   a. Board Office Coordinator (Dr. Haugen)
      i. Monthly Status Report — (#Calls, #Emails, #Verifications, #Applications, etc.): data collection on
         hold until January 2018 (post-renewals)
      ii. Meeting Minutes to be approved (see documents in Basecamp): motion made by Dr. Haugen to
          approve the meeting minutes listed below. Voice vote: All in favor, none opposed, none
          abstained. Motion passed.
             1. September 7, 2017, Complaints Committee
             2. September 18, 2017, Board Meeting
             3. September 28, 2017, Complaints Committee
             4. October 11, 2017, Oral Exams
      iii. Monthly Finance Report (see document in Basecamp)
           1. Board office now has access to Wells Fargo
           2. July to September Profit and Loss and Bank Reconciliations in Basecamp for board
              member access and review.
      iv. 2018 License/Registration Renewals: Currently 57 submitted
           1. Psych resident renewal form will be distributed in late October. Board members had no
              feedback on the form in Basecamp.
           2. No updates or questions regarding applications from board office
   b. Complaints (Dr. LaRocque)
      i. Complaints/Investigator Updates
         1. Dr. Wegner: Investigator report was distributed to Board members. Dr. Kuchler
            recommended Dr. Wegner be sent a letter indicating the complaint be dismissed. Dr.
            Kuchler also recommended that Dr. Wegner be sent a second letter recommended she
            be more diligent in her reporting.
            a. Dr. Boomgaardens Motion: To accept the findings and recommendation of the
               Board investigator.
            b. Role call vote: Dr. Haugen — Y, Ms. Olson — Y, Dr. Boomgaardens — Y, and Dr. Ulven —
               Y. Motion passed.
            c. Mr. Schaibley will work with the Board Office in sending these letters.
      ii. Discipline
         1. Dr. Benson: per the settlement agreement, Dr. Benson was to provide and receive
            supervision training. She has been in communication with the Board Office regarding
            receipt of these documents, as they were sent to the old address in Georgia.
            a. Dr. Ulven Motion: To delegate the authority to Dr. LaRocque to review and
               determine if documentation was consistent with the guidelines set forth in the
               settlement agreement once documents are received by the Board Office.
iii. Business Items
   1. National Practitioner Data Bank Administrator (Dr. Haugen)
      a. Mr. Schaibley recommended that the Board president be the National Practitioner Data Bank administrator. Administrative rights allow for submission and access to any disciplinary actions to the NPDB.
      b. Dr. Ulven Motion: To delegate Board President as the data bank administer.
      c. Role call vote: Dr. Haugen – Y, Ms. Olson – Y, Dr. Boomgaard – Y, Dr. LaRocque – Y, and Dr. Ulven – Y. Motion passed.
   2. Dr. Flemmer (Dr. Adams Larsen): TABLED
   c. Continuing Education Coordinator (Dr. Boomgaard)
      i. Items from Consent Agenda
      1. Sanford Behavioral Symposium-Submitted by Naomi Aufman and Pamela Friedrich for 6.0 hours
      2. 2017 ND Behavioral Health Conference-Submitted by Dawn Hultin for 12.75 hours
      3. Diagnosing Substance Use Disorders-Submitted by Stacy Hunt, PsyD for 2.0 hours
      4. Sex and Aging-Submitted by Ken Christianson, PhD for 1.5 hours
      5. Masculinity and Hypermasculinity-Submitted by Ken Christianson, PhD for 1.5 hours
      6. Integration of Ericksonian Developmental Stages and CBT-Submitted by Ken Christianson, PhD for 1.5 hours
      7. Ethical Issues in Practice-Submitted by Ken Christianson, PhD for 1.5 hours
      8. Client Centered Therapy –Submitted by Ken Christianson, PhD for 1.5 hours
      9. Alcoholics Anonymous: How it Helps-Submitted by Ken Christianson, PhD for 1.5 hours
      10. Human Trafficking-Submitted by Stacy Hunt, PsyD for 3.0 hours
      11. Ethical Barriers in Providing Mental Health Care for Middle Eastern Communities-Submitted by Angela Rortvedt for 1.0 hours
      12. Neuropsychology Seminars-Submitted by Naomi Aufman for 21.0 hours
      13. Mental health Screening: Identifying Clinical Issues-Submitted by Erin Haugen, PhD for 15.0 hours
      14. My Personal Participation in a Grey Zone, Understanding Massive Psychic Trauma, Moral Ambiguity, and Survival: Film’s Power to Inform and Contain-Submitted by Kara Anady, PhD for 1.5 hours
      15. Recovery Management-Submitted by Stacy Hunt, PsyD for 2.0 hours
      16. Ethics-Submitted by Stacy Hunt, PsyD for 3.0 hours
      17. Illness Management and Recovery-Submitted by Stacy Hunt for 4.5 hours
      18. North Dakota's Opioid Addicition Crisis-Submitted by Kelly Bishop-Diaz, PhD for 1.5 hours
      20. Creativity and Madness-Submitted by Patricia Bradley for 30 hours
      21. The Final Frontier: Fundamentals of Physician Assisted Suicide in the United States-Submitted by George O'Neill for 1.0 hours.

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b. Role call vote: Dr. Haugen – Y, Ms. Olson – Y, Dr. LaRocque – Y, Dr. Boomgaard – Y, and Dr. Ulven – Y. Motion passed.

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22. HIPAA Awareness Training: Submitted by Stacy Benson for 1.5 hours
   ii. Dr. Boomgaarden First Motion: To approve items #1-12 and items 14-21 and not approve item #22. Voice vote: 4 yes, 1 abstention, 0 against. Motion passed
   iii. Dr. Boomgaarden Second Motion: To approve #13: 4 Yes, 1 abstention, 0 against. Motion passed.

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

e. Legislative Coordinator (Dr. Kolstoe/Mr. Schaibley)
i. NDAC Rulemaking updates: Dr. Kolstoe submitted draft of NDAC with slight changes in wording including defining various terms.
   ii. Motion made to approve NDAC Title 66 as written: Voice vote: All in favor. Motion carried
   iii. Dr. Kolstoe will continue with the rulemaking process.

f. Outreach/Training Coordinator (Dr. Adams Larsen): TABLED
   i. Updates from FAR B RLS – October 5-8, 2017 (Savannah, GA): Dr. Adams Larsen (board member) and Mr. Schaibley (board attorney)
      1. Document submitted by Dr. Adams Larsen for Board member review. This will be discussed in the November Board meeting.
      2. Upcoming Training
         1. ASPPB – October 18-22, 2017 (Waikoloa, HI): Dr. Adams Larsen attending as board member, Mr. Schaibley attending as board investigator
         2. FAR B Forum – January 25-28 (Coronado, CA): Dr. Adams Larsen, Mr. Schaibley (Board of Audiology able to pay for half, NDSBPE paying for half)
         3. ASPPB – April 12-15 (Savannah, GA): Dr. Boomgaarden and Dr. Haugen possibly attending
         4. CLEAR – Investigator training

g. Applications Coordinator* (Dr. Ulven)
i. Sit for EPPP: none needing Board review
ii. Sit for Oral Exam
   1. Dr. Kelley: Dr. Ulven discussed her file with the board including her internship and psychology resident status. Given several Board members who voted on her file were not present at this meeting, the Board determined it would be beneficial to have additional discussion at the November meeting regarding her application. TABLED
   2. For Limited Practice: no applications received
   3. List of Application Initiation Forms Received since last meeting
      1. Mr. Russell: his file was sent to ASPPB to initiate PLUS application
   4. Open Application Files Needing Board Action: none needing Board action
   5. List of Supervision Notification Forms Received since last meeting: none received
   6. Business Items* (Dr. Haugen)
      1. Dr. Travis: email was drafted and sent by Board Office regarding his practice of psychology. He acknowledged receipt of email and indicated he would check to make sure he was in compliance with applicable laws.
      2. Dr. Gillis: Psychology Residency Status expired on October 15, 2017. Dr. Haugen will be drafting a letter and sending it to Dr. Gillis notifying her that this has expired.
ND State Board of Psychologist Examiners
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3. Dr. D’Orazio: Dr. Haugen will be in communication with the Board Office regarding her Oral Exam requests

h. Examination Coordinator* (Dr. Haugen)
   i. Vote for Oral Exams held on October 11, 2017

1. Dr. Motl (LP)
   a. Dr. Haugen Motion: To approve passing of the oral exam.
   b. Role call vote: Dr. Haugen – Y, Ms. Olson – Y, Dr. Boomgaard – Y, and Dr. LaRocque – Y. **Motion passed.** Dr. Haugen will notify Dr. Motl of the outcome.

2. Dr. Owens (LP)
   a. Dr. Haugen Motion: To approve passing of the oral exam.
   b. Role call vote: Dr. Haugen – Y, Ms. Olson – Y, Dr. Boomgaard – Y, and Dr. LaRocque – Y. **Motion passed.** Dr. Haugen will notify Dr. Owens of the outcome.

3. Ms. Mahoney (LABA)
   a. Dr. Haugen Motion: To not approve passing Ms. Mahoney for her oral exam.
   b. Role call vote: Dr. Haugen – Y, Ms. Olson – Y, Dr. Boomgaard – Y, and Dr. LaRocque – Y. **Motion passed.** Dr. Haugen will notify Ms. Mahoney of the outcome.
   c. Dr. Haugen recommended that the Board discuss her progression and performance in a future Board meeting given this is the second time she took the Oral Exam.

4. Board member to take over responsibility for PRE item development: **TABLED**

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

6. Other Business Arising – nothing additional added to the agenda.

7. Adjourn – Dr. Haugen adjourned the meeting at 1:27pm

**Next Board Regular Meetings (noon CT to 1:15 pm):**
2017 DATES: NOV 20, DEC 18
2018 DATES: JAN 8, FEB 12, MAR 19, APR 16, MAY 21, JUNE 18, JULY 16 - 17 (BOARD RETREAT?), AUG 20, SEPT 17, OCT 15, NOV 26 (note date change), DEC 17

**Committee Meetings: TBA**

**Oral Exams:**
2018 DATES: JAN 17 (WED), APR 18 (WED), JULY 25 (WED; note date change), OCT 17 (WED)
nd state board of psychologist examiners

BOARD TELECONFERENCE

Complaints Special Meeting
November 3, 2017 @ 1pm CT
Originating from: 3535 S. 31st St., #201
Grand Forks, ND 58201

MINUTES

Approved at meeting of: November 20, 2017

Board Secretary

1. Call to Order-Dr. LaRocque called the meeting to order at 1:01pm
   a. Attending: Dr. Christine Kuchler, Ms. Taylor Olson, Dr. Erin Haugen, Dr. Angela LaRocque, and Mr. David Schaibley

2. Discussion on whether to continue the Complaints Committee or to replace with something other
   a. Discussed pros and cons of maintaining a complaints committee vs. identifying one individual to oversee complaint work for the Board. Mr. Schaibley discussed various scenarios and the way open meeting laws applied to each scenario.
   b. Discussed the most efficient model being the Board Investigator being responsible for all components of the complaint once the Board president determined if the complaint was under NDSBPE jurisdiction. Coordinating times for open meetings often resulted in delays.
   c. Discussed the Board Investigator consulting with a Board member with questions and rotating the Board member each time as to not conflict with open meetings laws or creating de-facto “committee.”
      i. Mr. Schaibley recommended explicitly documenting and communicating which Board member was consulted for which case and for what purpose.
      ii. Mr. Schaibley indicated a Board member would be unable to vote in instances where he/she participated in a non-written fact-finding role as part of the investigation.
   d. Therefore, it was this meeting’s recommendation that a committee model not be utilized for complaints, which is also similar to other Board work.

3. Complaints procedures and role of the investigator-item taken out of order and discussed simultaneously with Item 2.
   a. Complaints would be added to the next full Board meeting agenda once received by the Board office.
   b. The Board president would assist the Board office in determining jurisdiction and whether information received was a in the form of a complaint.
   c. Once a complaint has been identified to be under jurisdiction of NDSBPE, it would be forwarded to the Board Investigator. Once it is forwarded to the Board Investigator, the Board office will send a letter to the respondent notifying a complaint has been filed and asking for response within 20 days.
   d. The Board office would coordinate any communication with the Board Investigator as needed for complaint investigation. All communication would come through the Board office. Individuals will also be directed to send all documents to the Board office who will forward to the Board Investigator. Any communication the
Board Investigator has with the complainant or respondent regarding a complaint should also be CC’d to the Board office.

e. Discussed granting access to the Board Investigator to the complaints folder in Basecamp. Dr. Haugen indicated she would work with the Board office to determine if and how this can be granted. Dr. Haugen will upload information regarding open complaints to Dropbox in the meantime so Dr. Kuchler can have access to information to investigate open complaints.

f. All new information regarding a complaint is forwarded to the Board Investigator, as that individual is identified as the coordinator for that work area.

g. The Board Investigator will draft a report that is shared with the full Board for review prior to the next full Board meeting. The Board Investigator will be present to share this report at the full Board meeting. Dr. Haugen indicated this will be the first item of business on the agenda, given the Board Investigator will be present for that specific agenda item.

   i. During this meeting, the Board Investigator will review each complaint and update on the process.

   ii. The Board Investigator will also make recommendations to the full Board who will then vote on the recommendations.

h. Dr. Kuchler voiced that this procedure and arrangement appeared to be viable.

i. Mr. Schaibley stated four components important to address going forward:

   i. Ensuring a ROI is signed for any confidential information so the Board Investigator can have access to that confidential information. Dr. Haugen will provide Dr. Kuchler with the NDSBPE ROI. Mr. Schaibley indicated that ROIs can have multiple parties listed to receive confidential information (i.e., NDSBPE and Board Investigator).

   ii. A non-disclosure agreement indicating the Board Investigator will keep information confidential will be drafted by Mr. Schaibley for review. Mr. Schaibley will also draft an independent contractor agreement for review.

   iii. Discussed the idea of Worker’s Comp insurance for the Board, which Mr. Schaibley will bring to the next full Board meeting. Mr. Schaibley estimated it would be a cost of approximately $200 per year to the Board.

   iv. Discussed the idea of Commercial General Liability insurance and how this did not apply if Dr. Kuchler will be conducting all of her work remotely. Mr. Schaibley was unsure of the cost and would investigate this if it applied.

j. Dr. Kuchler inquired as to whether the Board Investigator is able to access NDSBPE legal counsel without going through the Board. Mr. Schaibley indicated that this was possible. Dr. Kuchler also inquired as to how she should identify herself to individuals when functioning as the Board Investigator.

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nd state board of psychologist examiners

BOARD TELECONFERENCE

Complaints Special Meeting
November 3, 2017 @ 1pm CT
Originating from: 5355 S. 31st St., #201
Grand Forks, ND 58201

MINUTES

k. It was this meeting's recommendation that the aforementioned procedure be approved by the Board for complaints.

4. Adjourn—Dr. LaRocque adjourned the meeting at 2:12pm
nd state board of psychologist examiners

BOARD TELECONFERENCE

Renewal Meeting

December 13, 2017 @ 10:30am CST
Originating from: 3555 S. 31st St., #201
Grand Forks, ND 58201

MEETING MINUTES

Approved at meeting of: 2/12/18

1. Dr. Haugen called the meeting to order 10:03am, CST. Present: Dr. Haugen, Dr. Boomgaard, Dr. LaRocque, Dr. Olson, and Ms. Brandy Tennant (Board Support)

2. Audit/CE Applications
   - Two Applications that did not get pre-approval of CE’s
     - Eating Disorder Conference in London for 18 credits. Will add to the agenda for Monday’s board meeting to vote to approve the CE. A fine will be assessed for late CE approval.
     - The second applicant was unaware pre-approval for a workshop was needed. She requested information from the program but has not received it. This will be added to the agenda to vote for approval at Monday’s meeting. Fine will be assessed.
   - Overall, the CE audit process went well. A reminder email should be sent to licensees after renewal that all CE’s need to be pre-approved.

3. Conduct Applications
   - Several applicants selected the box for past conduct or disciplinary issues, although no supporting documentation could be found for these applicants – Dr. Haugen will review further.
   - Board office may need to email some of the licensees to clarify their answers and seek additional information. Dr. Haugen will work with the Board office on this.

4. Other Application Issues
   - Some applications missing or incorrect general data information. Discussed how this was handled in previous renewal cycles and procedures for this renewal cycle.
   - Three applications with other issues:
     - One applicant initially licensed in 1998, although answered in another section that she was licensed in 2017. All other information is correct. It was not her CE reporting year so she did not miss CE attestations. Therefore, so application is okay to process and issue license.
     - Licensee reported being secondary supervisor since September 2016, but did not meet the 3-year license requirement until April 2017. Board provide educational email to her regarding supervisor requirements. The hours could be an issue in the future for the applicant she was supervising. Dr. Haugen will inform the application coordinator of this issue.
     - Mr. Daniels – will be added to the agenda for the board meeting on Monday.

   - Board members can send their list of the applications that have been reviewed and approved to the board office to issue certificates.
   - Board Office will create a list of the licenses issued and store it in BaseCamp so licenses issued can be ratified during the full Board meeting.
   - Dr. Haugen appreciates any feedback on the renewal process, as this will help streamline the process for next

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

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

BOARD TELECONFERENCE

Renewal Meeting
December 13, 2017 @ 10:30am CST
Originating from: 3535 S. 31st St., #201
Grand Forks, ND 58201

MEETING MINUTES

5. Other Matters Arising – Time Permitting: None
6. Dr. Haugen adjourned the meeting at 11:04am, CST
nd state board of psychologist examiners

BOARD TELECONFERENCE

Board Office Meeting
December 15, 2017 @ 9am CT
Originating from: 3535 S. 31st St., #201
Grand Forks, ND 58201

MEETING MINUTES

Approved at meeting of: 2/12/18

1. Dr. Haugen called the meeting to order at 9:05am; Attendance: Dr. Haugen, Dr. Kolstoe, and Ms. Brandy Tennant (Board Support)
2. General Office Functions
   a. Email Sorting/Forwarding: continues to progress well. Utilizing Basecamp is also helpful for efficiency.
   b. Other Business: None needing attention at this time.
3. Renewals
   a. Renewal Updates:
      i. Board members working on renewals held a meeting on Wednesday. There were several conduct items marked that needed clarification, and the Board office sought additional information from them via email. There were two applications with CE items needing Board attention that will be addressed in Monday's full Board meeting.
      ii. RABA Renewals: Monday’s meeting will address notification of supervision relationship forms and their applicability to RABA applicants.
      iii. Emailing the renewal licenses and registrations continues to be an efficient mechanism for distribution.
      iv. Board Office will have an update for Monday’s meeting, with a list of the licenses and registrations issued, non-renewals, and applications with missing items (e.g., payment).
      v. License Exempt: There are 5 individuals remaining. Dr. Haugen will review previous certificates issued and make recommendations to the Board office for distribution.
   b. Other Renewal Business: None
4. Applications
   a. New/Pending Applications
      i. Mr. Russell: The Board received everything to issue his 6-month provisional license status. Per Mr. Schaubley, signing these documents is a business item and individuals with conflicts of interest do not need to recuse when signing Board documents.
      ii. Dr. D’Orzio: The Board office is awaiting her payment and license verification from the California Board of Psychology. Oral Exam schedule and location will be discussed at Monday’s meeting. Board office has not heard back from California whether she has had any disciplinary actions in the last 5 years. Board office will follow up with California Board of Psychology.
   b. Other Application Business
      i. Dr. Herting Application: She has been in contact with the Board office with application questions, and the Board office is waiting to receive her application. She is licensed in as a psychologist Virginia. Board office will verify that her license is current, and she has no disciplinary actions.
ii. There is a need for new psychologists in North Dakota. Dr. Kolstoe recommended the Board discuss in future Board meetings how this can be addressed through outreach activities.

5. Inquiries
   a. New: None. The Board members noted that the Board office has been efficiently forwarding inquiries to Board members for attention and recommendation for response.
   b. Pending
      i. Dr. Geigle: She will be testifying at the Health Services Committee meeting on January 3rd. This and Dr. Kolstoe’s discussions with her will be discussed at Monday’s meeting. Senator Lee invited the Board to attend this meeting. Dr. Kolstoe will attend the meeting on behalf of the Board and draft an outline of his testimony for the board to review during the full Board meeting on Monday.

6. Other Matters Arising: None
7. Dr. Haugen adjourned the meeting at 9:40am.
1. Dr. Haugen called the meeting to order at 9:02am CST; Present: Dr. Haugen, Dr. Kolstoe, Ms. Kathlene Thurman (board support), and Ms. Brandy Tennant (board support)

2. General office functions
   a. Email sorting/forwarding: Dr. Kolstoe created several email accounts to facilitate Board members assisting with inquiries pertaining to their identified work areas. A complete list of emails created were sent to the Board members and board support on 11/11/2017 and includes the following emails:

   - ndsbpeCE@gmail.com (monitored by Dr. Boomgaard)
   - ndsbpeCOMPLAINTS@gmail.com (monitored by Dr. LaRocque)
   - ndsbpeAPPS@gmail.com (monitored by Dr. Ulven)
   - ndsbpeRENEWALS@gmail.com (monitored by Dr. Adams Larsen)
   - ndsbpeEXAMS@gmail.com (monitored by Dr. Haugen)
   - ndsbpeGenInquiries@gmail.com (monitored by Dr. Haugen)
   - ndsbpeOutreach@gmail.com (monitored by Dr. Adams Larsen)
   - ndsbpeLEG@gmail.com (monitored by Dr. Kolstoe)

   Email addresses were created that identified the board work area and will be assigned to the Board member responsible for that Board work area. Board members will cc the main account, so board support staff will be aware of the communications and remain current in activities.

   Board office main account is not getting all the emails that board members are responding to. Board office will create new folders that match the new email accounts until there is time to clean up the current subfolders.

   b. Reimbursement and bill paying: Dr. Kolstoe has access to view the Wells Fargo but cannot issue payments or download bank statements. Invoices will be uploaded to Basecamp for review and approval by Dr. Kolstoe or Dr. Haugen. Dr. Haugen will sign the check for the PSI payment. The balance of invoices PSI can sign. Greg Hanson to be added to the account so Kathlene and Greg can both sign the checks and to still have 2 signatures on the account. Dr. Kolstoe and Kathlene will work on a streamlined procedure over the next month or so.

3. Verifications: No issues with verifications needing discussion.
4. Renewals
   a. Procedures
      i. Pairing payment with renewal application: No issues or concerns currently.
      ii. Audit procedures for renewals: Dr. Boomgaard is working on this with a completion date of
          11/22/2017. PDF saved in their files and email sent to licensee.
      iii. Review of applications with items of concern: Dr. LaRocque will continue to review items of
            concerns. Further discussion at the Monday board meeting.
      iv. Board and PSI will discuss in mid-January will discuss best practices and create additional
            procedures internally and externally.
   b. Late renewals: Discussion about the application from Mr. Daniels and CE auditing.
   c. 2018 renewal certificates: Would like all renewals not needing additional Board discussion issued prior
      to December 15, 2017. PSI to determine options available for creating a master database that will
      connect to their electronic files.

5. Applications
   a. New/Pending Applications
      i. Ms. Stephany: Application was sent to Georgia. She resent the application, but it was received
         with missing data and without payment. Communication with employer regarding her file and
         payment. Once completed application and proof of payment is received the application process
         can proceed. Board office will keep Dr. Haugen apprised of this application.

6. Inquiries:
   a. Dr.Phillippi: inquiry regarding supervision of Behavioral Analyst. Dr. Haugen will respond with
      supervision requirements from the NDCC and NDAC. Possible further board discussion required. Dr.
      Kolstoe will write up something for the board to review and consider regarding supervision and behavior
      analysts.
   b. Inquiry regarding forensic psychologist doing a peer review. Dr. Haugen will review this inquiry with Mr.
      Schaibley and draft a response to the inquiry.

7. Other Matters Arising
   a. 2018 Budget: Dr. Kolstoe and Kathlene will work on creating one and compare it to P & L’s from
      previous years with a year-over-year comparison. PSI will prepare and upload to Basecamp.
   b. Dr. Haugen adjourned the meeting at 10:21am CST.
nd state board of psychologist examiners
402 East Main Avenue, Suite 5 - Bismarck, ND 58501
Monday, November 20, 2017 @ 12-1:15pm CT

MEETING MINUTES

Approved at 2/12/18 meeting Secretary signature: [Signature]

1. Call to Order & Attendance: Dr. Haugen, presiding, called the meeting to order at 12:03 pm
   a. Attending: Dr. Erin Haugen (President), Dr. Jon Ulven (Vice President); arrived at 12:11 pm and left at 1:11 pm; Dr. Paul Kolstoe (left at 1:34 pm), Dr. Margo Adams Larsen (arrived at 12:05 pm), Dr. Renee Boomgaard, Dr. Angela LaRocque, Dr. Christine Kuchler (board investigator; left at 12:20 pm), Mr. David Schaibley (legal counsel), Ms. Kathlene Thurman (board office), and Ms. Brandy Tennant (board office).
   b. Absent with regrets: Ms. Taylor Olson

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

3. BOARD BUSINESS
   a. Complaints* (Dr. Kuchler/Dr. Haugen)
      i. Complaints/Investigator Updates
         1. Dr. Baer: Dr. Haugen granted an extension of time for the Board to receive a response until December 4, 2017, per extenuating circumstances
         2. Dr. Darveaux: Dr. Haugen granted an extension of time for the Board to receive a response until December 7, 2017, per extenuating circumstances
      ii. Discipline
         1. Dr. Benson: Dr. LaRocque reviewed and approved documents submitted by Dr. Benson. Dr. Benson will need to submit information for 2018 supervision training for Board review.
   iii. Business Items
      1. Procedure recommendations (see Complaints Meeting minutes from 11-3-17 and additional document in Basecamp): Dr. Haugen motioned to accept procedures as documented in the complaints committee meeting minutes. Discussion: Dr. Adams Larsen suggested that a board member be identified, rather than board president, to reduce board president workload and allow for flexibility in the event the board president needed to recuse. Dr. Adams Larsen submitted an amended motion to change “board president” to indicate “board member” throughout the procedures. Role call vote: Haugen-Y, Ulven-Y, Adams-Larsen-Y, Kolstoe-Y, Boomgaard-Y, LaRocque-Y, Motion Passed. Dr. Haugen will update and include the ratified complaint procedures in the Procedure and Functions manual.
      2. Dr. Flemmer (Dr. Adams Larsen): Dr. Adams Larsen indicated nothing additional to report at this time. Tabled.
   b. Board Office Coordinator (Dr. Haugen)
      i. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): data collection on hold until January 2018 (post-renewals)
      ii. Meeting Minutes to be approved (see documents in Basecamp): Dr. Haugen motioned for the meeting minutes (1-3) to be approved. No additional discussion. Role call vote: Ulven-Y, Adams-Larsen-Y, Haugen-Y, Kolstoe-Y, Boomgaard-Y, LaRocque-Y, Koistoe-Y, Motion Passed. Board Office will prepare the minutes for Secretary to sign.

NDSBFE MEETING MINUTES, NOVEMBER 20, 2017

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

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

43-32): Dr. Ulven motioned for Dr. Donohue to sit for the EPPP. Discussion of documents submitted by Dr. Gordon regarding practice of psychology under NDCC 43-32. Dr. Ulven indicated he was applying on pre-doctoral hours, although there is concern he did not complete the required number of hours within 10 years of submitting his licensure application. It was also noted he did not meet the required number of face-to-face supervision hours. Given he did not meet the requirements to apply on pre-doctoral hours, it was determined he needed to practice under supervision to gain additional post-doctoral hours for licensure. Role call vote: Haugen-N, Ulven-N, Adams-Larsen-N, Kolstoe-N, Boomgaard-N, LaRocque-N. Motion Failed. Dr. Ulven will communicate with Dr. Donohue about his application and the outcome of this vote.

2. Dr. Gordon (review requested documentation in Basecamp regarding practice of psychology per NDCC 43-32). Dr. Ulven reviewed documentation submitted by Dr. Gordon regarding practice of psychology per NDCC 43-32 and that she is also applying using pre-doctoral hours. Hours submitted by Dr. Gordon are from 2003-2007. Discussed time frame of completed hours in relation to initial date of submitted application. Discussion regarding PLUS application and supervisor verification of hours completed. Dr. Ulven will review Dr. Gordon’s application further and correspond with her regarding questions that remain. No vote was held.

3. Dr. Herron: Dr. Ulven motioned for Dr. Herron to sit for the EPPP. Discussion regarding receipt of PLUS application and residency documentation. Dr. Haugen indicated her PLUS application deadline was a Saturday, and Mr. Schaibley noted receipt on Monday could be considered timely. Dr. Haugen clarified why her 3-year residency document has not been sent to her. Role call vote: Ulven-Y, Adams Larsen-Y, Haugen -Y, Kolstoe-Y, Boomgaard-Y, LaRocque-Y. Motion Passed. Dr. Haugen will issue her 3-year residency document, and the Board Office will communicate that she can sit for the EPPP.

1. Sit for Oral Exam
   1. Ms. Larkin (LABA): Dr. Ulven motioned for Ms. Larkin to sit for the Oral Examination. Discussion indicated all endorsements have been received. Role call vote: Kolstoe-Y, LaRocque-Y, Adams Larsen-Y, Boomgaard-Y, Haugen-Y, Ulven-Y. Motion Passed. Board Office will notify Ms. Larkin she is eligible to sit for the January 2018 Oral Examinations.

2. Mr. Hill (LABA): Dr. Ulven indicated 2 of 3 endorsements were not licensed, and the Board has not received information about any licensed endorsers. Discussion regarding communication about licensed endorsers being necessary for the Board and that this information has been communicated previously to Mr. Hill. Dr. Ulven will draft communication to Mr. Hill regarding this in consultation with Mr. Schaibley, as some of this communication occurred with the attorney of Mr. Hill’s employer.

For Limited Practice: none to review

List of Application Initiation Forms Received since last meeting
   1. Dr. Sivensky (LP; sent to ASPPB)
   2. Ms. Stephanie (LABA): waiting to receive fee for application or verification fee was sent. Board Office will contact her again in 1 week if fee or documentation of fee sent is not obtained.

Open Application Files Needing Board Action or Discussion
MEETING MINUTES

1. July 6, 2017-Complaints Committee
2. October 16, 2017-Board Meeting
3. November 3, 2017-Complaints Meeting


4. 2018 License/Registration Renewals updates
   1. Dr. Haugen discussed positive feedback from licensees about the renewal process and thanked Dr. Adams Larsen for her hard work on this project.
   2. Dr. Adams Larsen reported some licensees/registrants provided constructive feedback about the process. She will reach out to these individuals post-renewals and invite them to share additional information about how the renewal process could be improved further and invite them to be a part of improving the process as necessary.
   3. Dr. Boomgaarden will review applications with CE audits; Dr. Haugen will review applications with supervisees (to ensure appropriate documentation is on file) and applications with obviously incorrect data; Dr. LaRocque will review applications with marked conduct items. These Board members will hold an open and posted renewal meeting to discuss any applications with issues and make recommendations to the full Board during the December meeting. Dr. Haugen will schedule this renewal meeting with the Board members reviewing applications and the Board Office will post this meeting. Mr. Schaibley will be consulted as needed.

5. Procedure and Functions Manual: Dr. Haugen is continually updating Procedures in the manual as they are identified. The most recent draft is kept in Basecamp, and once finalized it will be presented to the Board for vote to approve the procedures.

c. Continuing Education Coordinator (Dr. Boomgaarden)
   i. See Consent Agenda (in Basecamp): Dr. Boomgaarden motioned to approve CE items 1-13 on the Consent Agenda and not approve item 14. Discussion regarding item 14 indicated Dr. DeCoteau could not produce or obtain certificate of attendance, as the sponsor would not issue one because she left early. Board determined it is not the Board’s responsibility to seek certificates, and sponsors may not grant them if attendees leave early. Role call vote: Haugen-Y, Ulven-Y, Adams-Larsen-Y, Kolstoe-Y, Boomgaarden-Y, LaRocque-Y, Motion Passed. Board Office will notify each entity of the outcome of their submissions.
   ii. CE extension requests: One extension request was received from Dr. McBride asking for extension until January 31, 2019. Dr. Adams Larsen motioned to grant extension. Discussion regarding circumstances under which the Board grants extensions to complete CE requirements. Role call vote: Haugen-Y, Ulven-Y, Adams-Larsen-Y, Kolstoe-Y, Boomgaarden-Y, LaRocque-Y, Motion Passed. Board Office will communicate information to Dr. McBride with assistance of Dr. Boomgaarden.
   iii. CE Audit reports: CE audits are in process, and the deadline for the Board to receive them is November 23, 2017. Dr. Boomgaarden will review and issues will be discussed during the posted renewal meeting.

d. Applications Coordinator* (Dr. Ulven)
   i. Sit for EPPP
      1. Dr. Donchue (review requested documentation in Basecamp regarding practicing psychology per NDCC
MEETING MINUTES

1. Ms. Mahoney (LABA): Discussion regarding Oral Examination retakes. Board recommended she work with a supervisor to assist her in preparing for future Oral Examinations. Dr. Haugen will communicate this recommendation to her.

2. Dr. D'Orazio (Dr. Kolstoe)
   a. Dr. D'Orazio requested taking Oral Examinations in April 2018. Her limited practice certificate will expire prior to April (expires 12/8/2017). Discussion regarding issuing a second limited practice certificate that will extend past April 2018 Oral Examination date. If Dr. D'Orazio intends to practice more than 30 days in the calendar year this may not be a viable option for her. Dr. Kolstoe will correspond with her regarding this.
   b. Discussion regarding Administrative Code modification allowing the Board to have the discretion to extend provisional license length. Dr. Kolstoe motioned to amend the proposed Administrative Code to allow the Board upon showing good cause to re-issue the provisional license for a period of 5 months. No further discussion. Role call vote: Dr. LaRocque-Y, Dr. Adams Larsen-Y, Dr. Boomgaard-Y, Dr. Haugen-Y, Dr. Kolstoe-Y. Motion carried. Dr. Kolstoe will update the Administrative Code draft to reflect this motion.

3. Dr. Kelley: TABLED

vi. List of Supervision Notification Forms Received since last meeting
   1. Dr. Slivinsky: Dr. Preussler (primary)
   2. Dr. Campbell: Dr. Carlson (primary), Dr. Sloan McArthur (secondary)

vii. Business Items (Dr. Haugen)-see proposed procedures in Basecamp
   1. Procedure for when application deadlines fall on a weekend or holiday: TABLED
   2. Procedure when Initial Psychology Resident Status Letter (3 months) has expired but Board has not reviewed file to issue 3-year Resident Status Letter: TABLED

3. Issuing Provisional License Letters to LABA applicants: Dr. Kolstoe indicated it was determined that these are issued once the PLUS application has been reviewed by the Application Coordinator.

e. Legislative Coordinator (Dr. Kolstoe)
   i. NDAC Rulemaking updates: TABLED

f. Outreach/Training Coordinator (Dr. Adams Larsen)
   i. Updates from trainings attended: Dr. Adams Larsen discussed these trainings that were attended and referenced her report submitted to the Board. She noted the importance of Board members becoming informed about the EPPP2 (documents in Basecamp).
   1. FARBS RL-October 5-8, 2017 (Savannah, GA): Dr. Adams Larsen (board member) and Mr. Schaibley (board attorney)
   2. ASPPB – October 18-22, 2017 (Waikoloa, HI): Dr. Adams Larsen (as board member) and Dr. Kuchler (as board investigator)

   ii. Outreach Updates (see report in Basecamp): Dr. Adams Larsen discussed upcoming outreach activities with UND Counseling, UND Clinical, and College of Psychologists of British Columbia.

   iii. Upcoming Training
   1. FARBS Forum – January 25-28 (Coronado, CA): Dr. Adams Larsen, Mr. Schaibley (Board of Audiology able to pay for half, NDSBPE paying for half)
MEETING MINUTES

2. ASPPB – April 12-15 (Savannah, GA): Dr. Boomgaard and Dr. Haugen possibly attending
3. CLEAR – Investigator training

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

  h. Examination Coordinator* (Dr. Haugen)
     i. Identify board members to discuss and recommend procedures and items for PRE exam: Dr. Haugen indicated that as Board president she was unable to continue this project and asked that other Board members volunteer to continue with exam development and testing. This will be discussed at future Board meetings.

4. NEW BUSINESS
   a. General items to address
      i. ASPPB supervision guidelines, open comment period- November 17 deadline (Dr. LaRocque): Dr. LaRocque indicated the need for a larger Board discussion about these ASPPB supervision guidelines. This will be discussed in a Board meeting post-renewals.
   b. Inquiry Items: none requiring full Board discussion

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

6. Other Business Arising – time permitted
7. Adjourn: Dr. Haugen adjourned the meeting at 1:40pm

Next Board Regular Meetings (noon CT to 1:15 pm):
2017 DATES: DEC 18
2018 DATES: JAN 8, FEB 12, MAR 19, APR 16, MAY 21, JUNE 18, JULY 16 - 17 (BOARD RETREAT?), AUG 20, SEPT 17, OCT 15, Nov 26, DEC 17

Board Office Meetings:
2017 DATES: DEC 1, DEC 8, DEC 15, DEC 22

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

Approved at meeting of: 2/12/18

1. Dr. Haugen called the meeting to order at 9:03am, CST. Present at the meeting: Dr. Haugen, Dr. Kolstoe, Dr. Boomgaard (left at 9:33am), Dr. LaRocque, Ms. Kathlene Thurman (Board Support), and Ms. Brandy Tennant (Board Support)

2. General office functions
   a. Email sorting/forwarding
      - Email forwarding is working. Board office inquired if they need to monitor the additional accounts Dr. Kolstoe setup. It was agreed that it is up to each of the Board members to monitor the email account established with their Board role. Outstanding inquiries or issues will be forwarded to the general Board email address for the board support staff to assist with.
      - Feedback from licensees/registrants regarding concern of not recognizing new email address; it is going to spam, or they are hesitant to respond to it. Dr. Kolstoe suggested adding an automatic footer or disclaimer to the emails and he will work on preparing it.
         o Email blast to notify licensees/registrants of the additional email addresses can be incorporated into a newsletter. The last newsletter was sent in approximately September. Dr. Haugen referenced Mail Chimp and that it is user friendly. PSI has Mail Chimp and can work with board members to create the setup after receiving the content.
         o Dr. Kolstoe referenced the idea of using social media (e.g., Twitter) to disseminate information and adding updated information to the website.

   b. Other Business - None

3. Renewals
   a. Procedures
      - Renewals that are under review by board members and approved can be forwarded to Board support staff to send out their licenses.
      - Discussed redundancy in the information that is requested everyone year on various forms and some of the requested information is not applicable.
         o RABA Supervision Form has questions that do not apply to registrants.
         o Dr. Kolstoe will create a table or checklist to simplify the process of information required. These documents can be uploaded to BaseCamp and tracked in the cloud for easy access and monitoring of progress. In addition, PSI suggested hyperlinks be included in spreadsheet that will link to the referenced form.

   b. Late Renewals (see document in Basecamp)
      - 2 Licensees have incomplete applications: 1 completed an application but no payment received, and 1 has paid but not completed the application.
MEETING MINUTES

- Board office has received notification from 9 licensees who will not be renewing.
  - Dr. Haugen will send letters to them on January 1, 2018.
  - Board Office will download previous letter template to BaseCamp

- 2018 Renewal Certificates
  - Incorrect expiration date went out on a batch. Board support will contact each licensee and explain the situation and immediately reissue a corrected certificate.

4. Applications
   a. New/Pending Applications
      i. Dr. Gordon: Dr. Ulven will be corresponding with her regarding decision from November 20 meeting.
      ii. Dr. D’Orzio: Limited practice certificate expires today. Board Office will verify her that her California license is current and that there are no disciplinary actions for the past 5 years. Dr. Haugen will correspond with Mr. Schabley to inquire as to whether a full new application is required or if updated details can be obtained for a new limited practice certificate.
      iii. Dr. Russell: Discussed Dr. Kolsto’s role, signatures and email, Provisional License can be issued after application coordinator reviews. Dr. Haugen will correspond with Dr. Ulven.

5. Inquiries
   a. Dr. Herting: Once her application initiation form is received, the Board Office will verify that her Virginia license is active and there have not been any disciplinary actions in the last 5 years. Procedures for provisional license status will be followed.
   b. Dr. Kolsto discussed the legislative committee meeting on January 3. He would like to be kept informed and made aware of all inquiries, so he knows how to respond at the meeting.

6. Other Matters Arising
   a. Oral Exam Location: this will be decided at the December 18, 2017 full Board meeting. Discussed using the Board Office as the location in January for Oral examinations.

7. Dr. Haugen adjourned the meeting at 10:02am CST.
MEETING MINUTES

Approved at 2/12/18 meeting Secretary signature: [Signature]

1. Call to Order & Attendance (Dr. Haugen, Presiding): Meeting called to order at 12:02 pm, CT. Present: Dr. Haugen (President), Dr. Kolstoe (Secretary), Dr. Kuchler (Board Investigator), Ms. Olson (left meeting at 1:20 pm), Dr. Boomgaard, Dr. Adams Larsen (left meeting at 1:26 pm), and Dr. Ulven (Vice President; entered meeting at 12:04 pm and left meeting at 1:21 pm)
Others Present: Mr. Schailbley (legal counsel), Ms. Kathlene Thurman (Board support), and Ms. Brandy Tennant (Board support).

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

3. BOARD BUSINESS
   a. Complaints* (Dr. Kuchler/Dr. Haugen)
      i. Complaints/Investigator Updates
         1. Dr. Baer – Response received today by the Board office. Dr. Kuchler will review this response to determine next step.
         2. Dr. Darveaux – Dr. Kuchler reviewed the complaint. Based upon information received, the basis for the complaint occurred in Minnesota. Dr. Kuchler recommended the Board forward complaint information to the Minnesota Board of Psychology. Dr. Adams Larsen motioned to forward complaint information to Minnesota Board of Psychology for their review. Role call vote: Dr. Boomgaard – Yes; Dr. Kolstoe – Yes; Dr. Olson – Yes; Dr. Haugen – Yes; Dr. Ulven – Yes; Dr. Adams Larsen – Yes; Dr. LaRocque – Yes. Motion Carried. Mr. Schailbley will draft a letter to the complainant (including asking complainant to submit information specific to any incidents that occurred in North Dakota) to be reviewed by Mr. Schailbley and sent by Board office.
      ii. Discipline – none needing review
      iii. Business items
         1. Dr. Flemmer (Dr. Adams Larsen): no additional work has been done on this case. Dr. Adams Larsen will address it in future.
         2. NDA and Contract with Dr. Kuchler: Dr. Schailbley drafted NDA and Contract between the Board and Dr. Kuchler for her work as the Board Investigator. Discussed rationale and contents. NDA and Contract is ready to be signed by Dr. Haugen and Dr. Kuchler. Dr. Haugen will sign and mail 2 copies to Dr. Kuchler. Dr. Kuchler will sign and return one copy to Board office. Mr. Schailbley discussed consideration workers compensation insurance. The Board agreed additional information would be helpful in making this determination. Mr. Schailbley will seek this information and bring it to the Board for review.

   **Dr. Kuchler left the meeting at 12:21 pm
   
   b. Applications Coordinator* (Dr. Ulven)
      i. Sit for EPPP
      1. Dr. Weber: Dr. Ulven motioned for Dr. Weber to sit for the EPPP. No additional discussion. Role call vote: Dr. Kolstoe – Yes; Dr. Olson – Yes; Dr. Haugen – Yes; Dr. Ulven – Yes; Dr. Adams Larsen – Yes; Dr. Boomgaard – Yes; Motion Carried. Board office will notify Dr. Weber that she has been approved to sit for EPPP, and Dr.
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MEETING MINUTES

Haugen will issue 3-year residency document.

ii. Sit for Oral Exam
   1. Mr. Russell: Dr. Ulven motion for Mr. Russell to sit for the Oral Exam. Discussion indicated that Dr. Haugen issued the 6-month Provisional License Letter. Dr. Haugen restated the motion. Role call vote: Dr. Kolstoe—Recused; Dr. Olson — Yes; Dr. Haugen — Yes; Dr. Ulven — Yes; Dr. Adams Larsen — Yes; Dr. Boomgaard—Yes; Motion Carried. Board office will notify Mr. Russell he is eligible to sit for January 2018 Oral Examination.

iii. For Limited Practice
   1. Dr. D’Oazio: Dr. Kolstoe motioned to grant her another limited practice certificate, pending confirmation from California that there has been no disciplinary actions against Dr. D’Oazio. Discussion indicated Dr. D’Oazio has requested to sit for the Oral Exam in April. She can obtain another limited practice license. She paid the fee, and the Board office will verify that there were no disciplinary actions with the state of California. The Board office reached out to California Board of Psychology and is awaiting their response. Dr. Haugen restated motion. Role call vote: Dr. Kolstoe—Yes; Dr. Olson—Yes; Dr. Haugen—Yes; Dr. Ulven—Yes; Dr. Adams Larsen—Yes; Dr. Boomgaard—Yes; Motion Carried. The Board office will reach out to the California Board of Psychology again to determine if any disciplinary actions have occurred since the last application for limited practice certificate.

iv. Open Application Files Needing Board Action or Discussion
   1. Mr. Hill: Only 1 of Mr. Hill’s 3 endorsers are licensed. Dr. Ulven traded phone messages with Mr. Hill in attempts to communicate with Mr. Hill regarding endorsements needed for his file to be reviewed prior to the January 2018 meeting. He desires sitting for the January Oral Examinations given his 6-month provisional license expires in February 2018. Dr. Ulven will continue to reach out to Mr. Hill to discuss these endorsements.

Dr. Adams Larsen initiated discussion regarding communication policy the Board has with members of the public. Dr. Ulven indicated having oral conversations with applicants facilitates any issues surrounding applications. Mr. Schabley discussed pros and cons of oral conversations. Dr. Haugen recommended summarizing oral conversations in an email to the individual with whom the conversation was had and CC’ing the Board office. Dr. Adams Larsen motioned to modify the communication policy to include oral conversations with individuals, which will be summarized and sent to the board office. No further discussion. Dr. Haugen restated the motion. Role call vote: Dr. Kolstoe—Yes; Dr. Olson—Yes; Dr. Haugen—Yes; Dr. Ulven—Yes; Dr. Adams Larsen—Yes; Dr. Boomgaard—Yes; Motion Carried. Dr. Haugen will update the Board procedure and functions manual to reflect this.

2. Dr. Gordon: Dr. Ulven motioned for Dr. Gordon to sit for the EPPP. Discussion about Dr. Gordon’s 1500 pre-doctoral hours, the 10-year window, law of supervised hours, and numbers of face-to-face individual supervision hours vs. number of group supervision hours. Dr. Haugen restated the motion. Role call vote: Dr. Ulven—Yes; Dr. LaRocque—No; Dr. Adams Larsen—No; Dr. Boomgaard—Yes; Dr. Kolstoe—Yes; Dr. Olson—Yes; Dr. Haugen—Yes; Motion Carried. The Board office will notify Dr. Gordon that she has been approved to sit for the EPPP.

NDSPAEB BOARD MEETING MINUTES—12/18/2017

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MEETING MINUTES

3. Dr. Donohue: Dr. Ulven revisited Board’s vote to not allow him to sit for the EPPP during the November 2018 meeting and noted Dr. Donohue has additional questions. Dr. Ulven motioned that Dr. Donohue be informed that he must complete an update to his initial application with no additional fee required. Dr. Haugen restated the motion. Role call vote: Dr. Kolstoe – Yes; Dr. Olson – Yes; Dr. Haugen – Yes; Dr. Ulven – Yes; Dr. Adams Larsen – Yes; Dr. Boomgaarderen – Yes; Motion Carried. Dr. Donohue will be contacted regarding this outcome and to answer his additional questions.

4. Dr. Kelley: no additional discussion necessary.

v. Provisional License Status Letters
   1. Mr. Russell (ABA): The Board issued his 6-month Provisional License letter

vi. List of Application Initiation Forms Received Since Last Meeting: none

vii. List of Supervision Notification Forms Received Since Last Meeting
   1. Dr. Parisian (Dr. Jollie-Trotter)

viii. Business Items: Several procedures will be developed for discussion during 2018 meetings.

c. Continuing Education Coordinator (Dr. Boomgaarderen)
   i. Consent Agenda: Dr Boomgaarderen motioned to approve the items listed in the consent agenda. Discussion included assessing late fee for not seeking CE approval prior to the deadline. Role call vote: Dr. Kolstoe – Yes; Dr. Olson – Yes; Dr. Haugen – Yes; Dr. Ulven – Yes; Dr. Adams Larsen – Yes; Dr. Boomgaarderen – Yes; Motion Carried. Board office will notify these individuals of the outcome and associated late fees.
   ii. CE Extension Requests: no additional extension requests have been received.
   iii. Renewal Applications with CE Audit Reports to Discuss
      1. Mr. Daniels: an email response was sought from him but not received in the time frame requested by the Board. Dr. Haugen motioned to send a certified letter to Mr. Daniels summarizing the Board’s request for information. During the discussion Mr. Schaibley indicated that there can be many reasons for his non-response and reaching out to him again could have benefit. Dr. Adams Larsen noted he would not be allowed to practice until after the January board meeting when his materials could be reviewed by the Board. Role call vote: Dr. Kolstoe – Rejected; Dr. Olson – Yes; Dr. Haugen – Yes; Dr. Ulven – Yes; Dr. Adams Larsen – Yes; Dr. Boomgaarderen – Yes; Motion Carried. Dr. Haugen will draft the letter for review by Mr. Schaibley and to be sent via certified mail.

d. 2018 License and Registration Renewals
   i. Board Office Renewal Information (Dr. Haugen)
      1. Individuals Not Renewing: Dr. Haugen will send letters after January 1st
      2. No Application Received: Email notices sent by the Board office. Additional steps for those for whom no information has been received will be discussed on Board office meeting on Friday.
      3. Dr. Haugen will issue cannot practice letters January 1, 2018 via certified mail.
   ii. Applications with Conduct Items for Discussion (Dr. LaRocque)
      1. The Board is awaiting information for marked conduct items for two licensees. The Board office will reach out again to seek additional information/clarification. All other applications with conduct items have full documentation with no items of concern
   iii. Applications with Other Issues for Discussion (Dr. Haugen)
MEETING MINUTES

1. The Board discussed how to respond when a completed application has not been received for a RABA supervisor.
2. The Board discussed an applicant marking exempt status but not being an individual that holds exempt status. The Board office will seek clarification from this applicant as to indication of their belief exempt status was held.
3. The Board discussed an applicant indicating she was secondary supervisor for a psychology resident prior to meeting qualifications of a supervisor (i.e., she was not licensed for 3 years when this supervision relationship was established). This psychology resident has 4 supervisors, however. Dr. Haugen will issue an educational email reminding this applicant of the supervision laws and rules.

iv. Ratify Licenses/Registrations issued (Dr. Haugen): Mr. Schaibley noted there is no indication in law or rule that licenses must be ratified and this is up to the discretion of each Board. Given this has not been done during previous renewal years, the Board determined ratification of issued licenses/registrations will not be conducted.

e. Legislative Coordinator (Dr. Koostoe)
   i. NDAC Rulemaking Updates: Dr. Koostoe will continue with this process with Mr. Schaibley’s guidance. Mr. Schaibley noted we will not meet the March rulemaking deadline.
   ii. Health Service Meeting – January 3, 2018 and Dr. Geigle inquiry: Dr. Koostoe spoke with Dr. Geigle regarding her concerns and upcoming testimony at the Health Service Meeting. Senator Lee invited a Board representative to attend the meeting. Dr. Koostoe will represent the Board per Dr. Haugen’s request as Legislative Coordinator. Dr. Koostoe drafted points for Board member review (see Basecamp) and seeks feedback for his testimony.

f. Examination Coordinator (Dr. Haugen)
   i. Oral Exams: next two dates are January 17, 2018 and April 18, 2018. Dr. Koostoe asked that the Board finalize the April date as an applicant is planning to attend from out of state. Discussion indicated that there has only been one Oral Exam date that was changed in the past, and it is reasonable to finalize April 18, 2018 as the date.
   ii. January 17, 2018: There are at least 7 individuals eligible to sit for Oral Examinations. The Board recommended having 2 host sites for time efficiency. Dr. Haugen will host one in Grand Forks and will be in communication with Board members via email about the other host. Board members are reminded to limit email discussion to only logistics related to hosting and attending the meeting.

g. Board Office Coordinator (Dr. Haugen): TABLED
   i. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): begin to collect data January 2018
   ii. Monthly Board meeting duration
   iii. General Board Office functioning
      1. Efficient communication with the public (email sorting/forwarding, Board member communications)
      2. Potential outreach notifying licensees/registrants of email changes
   iv. Forms utilized by the Board Office (see email from Dr. Koostoe)
      1. Notification of Supervision Relationship
      2. ABA North Dakota Coursework (ASPPB; see Basecamp)
   v. Meeting Minutes to be approved (see documents in Basecamp)
      1. November 10, 2017-Board Office Meeting
      2. November 17, 2017-Board Office Meeting
      3. November 20, 2017-Board Meeting

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4. December 8, 2017-Board Office Meeting
5. December 13, 2017-Renewal Meeting
vi. Monthly Finance Report (see document in Basecamp)
vii. Board Audit (see Engagement Letter in Basecamp)
h. Outreach/Training Coordinator (Dr. Adams Larsen): TABLED
viii. Outreach Updates (see report in Basecamp)
ix. Upcoming Training
1. FARB Forum – January 25-28 (Coronado, CA): Dr. Adams Larsen, Mr. Schaibley (Board of Audiology able to pay for half, NDSBPE paying for half)
2. ASPPB – April 12-15 (Savannah, GA): Dr. Boomgaardn and Dr. Haugen possibly attending
3. CLEAR – Investigator training
i. Budget Coordinator (Dr. Kolstoe): TABLED
x. Budget of 2017-2018 (review document in Basecamp)

5. NEW BUSINESS
a. General items to address: none needing attention
b. Inquiry Items: items needing attention will be addressed in the Board Office meeting on Friday

6. SPECIAL TOPICS: TABLED
a. ASPPB supervision guidelines (Dr. LaRocque)
b. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen)
c. DOH Autism Advisory Group (Dr. Boomgaardn)
d. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)

7. Other Business Arising – time permitted

8. Adjourn: Dr. Haugen adjourned the meeting at 1:47pm

Next Board Regular Meetings (noon CT to 1:15 pm):
2018 DATES: JAN 8, FEB 12, MAR 19, APR 16, MAY 21, JUNE 18, JULY 16 - 17 (BOARD RETREAT?). AUG 20, SEPT 17, OCT 15, NOV 26, DEC 17
Board Office Meetings:
2017 DATES: DEC 22
2018 DATES: TBD
Oral Exams:
2018 DATES: JAN 17 (WED), APR 18 (WED), JULY 25 (WED), OCT 17 (WED)
MEETING MINUTES

Approved at meeting of: 2/12/18

1. Call to Order and Attendance: Dr. Haugen called the meeting to order at 9:05am, CT. Present: Dr. Haugen, Dr. Boomgaard, Dr. Kolstoe (joined at 9:07am), and Ms. Brandy Tennant (Board support)

2. General office functions
   a. Email sorting/forwarding: this has been going well for all and no issues have been identified.
   b. Other business: none needing attention.

3. Renewals
   a. Renewal updates: Renewal certificates have been issued for all approved applications. Dr. Boomgaard addressed an applicant’s timeline for submitting of CE approval. The Board will seek to educate and remind licensees and registrants of the CE approval process, preparing for this process in advance, and notify of timelines and due dates. This information will be distributed this spring.
   b. Supervision form for RABAs: Dr. Haugen inquired as to how the notification of supervision relationship form could be improved for RABA applicants. Dr. Kolstoe will review in the next week and provide feedback. Renewal application only inquires as to the supervision from the previous year, not supervision/supervisor going forward. The Board, however, desires having supervision relationship information on file for RABAs.
   c. The Board office will call individuals with outstanding application items (either application or payment) to facilitate receipt of items prior to expiration of licenses and registrations on 1.1.18.

4. Applications
   a. New/Pending Applications
      i. Mr. Hill: Dr. Ulven spoke with him, and Mr. Hill sent an email to the Board office regarding continued questions regarding his endorsements and requirements for endorsements. Mr. Schaalbeek provided information via email regarding law and rule. Board’s policy decision was made in July 2017 meeting that endorsers must be licensed, have professional credentials, and recognized by the state in some fashion. Dr. Kolstoe will draft a letter to Mr. Hill to clarify remaining confusion regarding endorser requirements.
   b. Other application business
      i. Dr. Campbell: Inquired about changing his primary supervisor. Provided his new supervisor meets supervision requirements in law and rule, the Board approves this change. The Board office will respond with this information.
      ii. Dr. Herting: The Board office is awaiting her application and payment, was sent to the previous address in Georgia. The Board office will coordinate receipt of information with Dr. Haugen so a 6-month provisional license can be issued provided appropriate verification of her Virginia license.

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iii. Dr. D'Orazio: The Board office is still waiting for verification of no disciplinary actions from the California Board of Psychology. The Board office will reach out to California again to seek this information.

5. Inquiries: no additional inquiries needing attention

6. Other Matters Arising
   a. Meeting Minutes: Dr. Kolstoe will sign approved meeting minutes from 2017. Once signed, Dr. Haugen will facilitate posting on the Board website.
   b. Dr. Donohue: During the full Board meeting on Monday, Dr. Haugen indicated she would draft a response to his application inquiry. Upon review of his email, Dr. Haugen determined he had additional questions that are better answered by Dr. Ulven. Dr. Haugen reached out to Dr. Ulven indicating this and asked that he draft a response to him.
   c. Upcoming Health Services Committee meeting on January 3, 2018: Dr. Haugen will calculate numbers requested by Dr. Kolstoe and provide them to him by Friday, December 29, 2017.
   d. January 2018 Oral Exam: Dr. Kolstoe can host the 2nd location. Dr. Haugen will coordinate with Board office scheduling of applicants' exam times and locations.
   e. The next Board Office Meeting will be January 5, 2018 and full Board Meeting January 8, 2018.

7. Dr. Haugen adjourned the meeting at 9:50am.