ND State Board of Psychologist Examiners
Teleconference Agenda
January 13, 2014 @ 11:00 AM CDT

Originating from:
UND Dept of Counseling, 2100 Centennial Drive, Education 21 B
Grand Forks, North Dakota

Minutes – Oral Exams

1. Call to Order - Dr. Margo Adams Larsen called the meeting to order at 11:04am. In attendance
   were Dr. Cindy Juntunen (Vice President), Dr. Richard Townsend, Dr. Christine Kuchler, and Dr.
   Margo Adams Larsen (Presiding). Dr. Kolstoe joined the call at 11:08am.

2. Selection of Exam Items are noted below.

   THE NEXT ITEM ON THE AGENDA IS ORAL EXAMS. This item must be conducted in executive
   session. This item must be discussed in an executive session. The legal authority for closing this
   portion of the meeting is North Dakota Century Code section 44-04-18.8. The topic or purpose
   of this executive session is the administration of Oral Examinations. We expect to reconvene
   in open session at 11:30am. At this time, we will convene in executive session.

   The minutes will show that the executive session began at 11:07am and was attended by: Dr.
   Juntunen, Dr. Townsend, Dr. Kuchler, Dr. Kolstoe, and Dr. Adams Larsen and the candidate.

3. Oral Exam
   a. Dr. Helen Achilleoudes (set 1) – entered at 11:07am and left the executive session at
      11:30am.

   The minutes will show that the executive session was adjourned at 11:42am. The public was
   invited to return to the meeting room and we are back in open session.

4. Roll Call Vote
   a. Dr. Townsend moved to approve Dr. Achilleoudes in passing the oral exam. ROLL CALL
      VOTE: Dr. Kuchler – yes, Dr. Kolstoe – yes, Dr. Townsend – yes, Dr. Juntunen – yes, Dr.
      Adams Larsen – yes. Dr. Achilleoudes will be informed of passing the oral exam.

5. Adjourn – Dr. Adams Larsen moved to adjourn the meeting at 11:50am.

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

Next Board Meeting (Noon 12 pm to 1:15 pm CST): Jan. 20, Feb 17, Mar 17, Apr 21, May 19, Jun 16,
Jul 21, Board Retreat Aug 17-18, Sept 15, Oct 20, Nov 17, Dec 15
ND State Board of Psychologist Examiners
Teleconference Agenda
January 20, 2014 @ 12noon-1:15 pm CST
Originating from:
2100 S. Columbia Road, Suite 202 – Grand Forks

Minutes

1) Call to Order at 2:02 pm by Dr. Margo Adams Larsen, President. In attendance: Dr. Margo Adams Larsen, Dr. Cindy Juntunen (Vice President), Dr. Rick Townsend, Dr. Chris Kuchler, Mr. David Schaibley, and Dr. Paul Kolstoe (performing recording secretary duties)

2) Approval of Minutes.
   a) Motion by Dr. Juntunen – Approve all three draft minutes – 12/16/13, 12/20/13, and 1/13/14 - with no further changes. Passed unanimously on voice vote.

3) Board Attorney updates were discussed including Attorney General’s response to the subpoena for records and the letter from the attorney of Brian Ackley regarding using hypnosis individually. Further action would rest with Cass County States Attorney and Dr. Kolstoe agreed to conduct further research to report back at next meeting.

4) Unfinished business:
   a) Applications:
      i) Dr. Kuchler made a Motion to deny Dr. Denise Wood’s incomplete application. Dr. Kuchler – Y, Dr. Kolstoe – Y, Dr. Juntunen – Y, Dr. Adams Larsen – Y, Dr. Townsend – Y. Board Attorney will issue a letter.
      ii) Moved to approve Dr. Samantha Beauchman to sit for the EPPP contingent upon the clarification of endorsement from Dr. Zitzow that referenced Industrial Organizational, likely as a typographical error. Dr. Kolstoe – Y, Dr. Juntunen– Y, Dr. Adams Larson - Y, Dr. Townsend - Y, Dr. Kuchler - Y
      iii) Dr. Kuchler Moved to approve Dr. Katherine Schjeldahl to sit for the EPPP. Dr. Juntunen– Y, Dr. Adams Larson - Y, Dr. Townsend - Y, Dr. Kuchler – Y, Dr. Kolstoe– Y
      iv) Dr. Adams Larsen Motioned to approve Dr. Marie Schaaf-Gallagher to sit for the Oral Exam. Dr. Adams Larsen-Y, Dr. Richard Townsend –Y, Dr. Chris Kuchler- Y, Dr. Paul Kolstoe-Y, Dr. Cindy Juntunen-Y – passed. Oral will be scheduled at the next sitting.
   b) Board Audit by CPA Schuh:
      i) Positive results, although the vague reference to the reimbursement policy does not appear to have any specific action offered by the review. Policy was copied to the Dropbox for members to review.
   c) Complaints
      i) Board Attorney will issue a letter to Dr. Flemmer.

5) New Business:
   a) Reviewed financial report for 2013 with favorable financial position noted.
   b) Dr. Kuchler made a Motion to authorize up to $1,600 for laptop and pertinent software to replace disabled Board computer to enable secure and safe storage of Board records, noting the importance of their storage separate from non-board related information. Approved on voice vote.
   c) Continuing Ed Program Approval Requests were tabled due to time constraints of the meeting.
   d) Financial means for attendance at the April ASPPB meeting were considered sufficient for members able and willing to attend to do so and to cover the costs of Mr. Schaibley other than salary (covered by the AG office pending final approval).
Dr. Kuchler Motioned that all the members and board attorney that are able to attend are authorized to have their costs covered for the April ASPPB conference. Passed by voice vote.

Dr. Juntunen moved to renew the license of Dr. Pamela Novy upon payment of the $20 late fee. Dr. Townsend (left call at 1:15 pm), Dr. Kuchler — Y, Dr. Kolstoe — Y, Dr. Juntunen — Y, Dr. Adams Larsen — Y. Further review of information provided at renewal will be considered at the next meeting.

Continuing Education Request of Dr. Bennet was tabled to a next meeting.

Other Unfinished Business
a) Tabled to the next meeting.

Adjourned by Dr. Adams Larsen @ 1:19 pm

Next Board Meeting (Noon 12 pm to 1:15 pm CST): Feb 17, Mar 17, Apr 21, May 19, Jun 16, Jul 21, Board Retreat Aug 17-18, Sept 15, Oct 20, Nov 17, Dec 15

Respectfully submitted,
Paul D. Kolstoe, PhD
Board Member

Next Board Meeting (Noon 12 pm to 1:15 pm CST): Feb 17, Mar 17, Apr 21, May 19, Jun 16, Jul 21, Board Retreat Aug 17-18, Sept 15, Oct 20, Nov 17, Dec 15
ND State Board of Psychologist Examiners
Teleconference Meeting
February 17, 2014 @ 12noon-1:15 pm CST
Originating from:
2100 S. Columbia Road, Suite 202 – Grand Forks

MINUTES

1) Call to Order at 12:02 by Dr. Margo Adams Larsen, presiding.
   a) In attendance: Dr. Adams Larsen, Dr. Juntunen, Dr. Kuchler, Mr. Schaibley, Dr. Townsend
   b) Dr. Juntunen will serve as secretary

2) Approval of Minutes
   a) Jan. 20 – Meeting. Dr. Townsend move to approve. Motion was passed unanimously.

3) Unfinished Business
   a) Applications
      i) Approve for Oral Exam – Dr. Samantha Beauchman. Motion to approve by Dr. Adams Larsen. Roll
call vote: Adams Larsen, yes; Kuchler, yes; Juntunen, recused; Townsend, yes. Motion approved.

Dr. Kolstoe joined the meeting at 12:08 pm

   ii) Approve apps for EPPP – Dr. Nils-Eric Juanto-Laver. Dr. Adams Larsen made motion to approve
       pending information regarding Legal Alien status. Roll call vote: Kuchler, yes; Juntunen, recused;
       Townsend, yes; Kolstoe, yes; Adams Larsen, yes.

   iii) Approval of post-doc hours – Dr. Sarah Edwards (academic hours question). Post-doctoral hours
       were reviewed by Drs. Kolstoe and Kuchler. Brief discussion of nature of academic hours. Dr. Kuchler
       will draft a letter for the Board Office to send, requesting more details.

   b) Board Audit by CPA Schuh – update from Board Office re: OMB recommendations. Dr. Adams Larsen
       sought clarification, and comment is related to ability to reserve hotels at state rate. Board Office has
       attempted to reserve only at state rate and has done so whenever possible.
       i) Dr. Kuchler raised question about receiving quote on bonding. Dr. Adams Larsen will follow up with
          Ms. Biwer about that request.

   c) Board Office Computer and Software update from Board Office. New laptop was purchased and new
      trial software has been installed for evaluation.

   d) Complaints
       i) Flemmer. Mr. Schaibley presented some updates on this complaint. There is inconsistent
          information about Dr. Flemmer’s identity. Discussion included possible need to contact law
          enforcement, hire a private investigator, or engage cross-jurisdictional law enforcement. Mr.
          Schaibley will have a conversation with the Criminal and Regulatory division of the State’s Attorney’s
          office to determine options for follow-up.

       ii) “Clinical” descriptors. Dr. Kolstoe will provide additional information at our next meeting.

   e) CE Extension Request – Dr. Bennett. No new information has been received; Board will return to this
      item at next meeting.

   f) Continuing Education Program Approval Requests. Dr. Townsend moved to approve the three items
      listed below (f.i – f.iii). Motion carried unanimously.

      i) Cognitive Impairment Accompanying Meth Dependence (submitted by Dr. Semchenko) held Dec. 10,
         2013 - 1.5 hrs.
ii) Zones of Regulation (submitted by Dr. VanLith) held May 1, 2013 - 6 hrs.
iii) The Medicalization of Misbehavior.....What professionals need to know about the emerging worlds of social media (submitted by Crystal Henderson, LABA) held on Dec. 4, 2013 - 6.5 hrs.

g) Inquiries
i) Request for clarification on the 3 CE credits in “ethics, law, or jurisprudence” (does HIPAA count) (1) Discussion clarified that “or” implies coverage in one of the three areas will meet the requirements and that HIPAA training does count, given that it is federal law
ii) Inquiry regarding APA materials indicating ND law related to denial of patient access to records. Tabled to next meeting.
iii) Inquiry regarding consultation and facilitation services to organizations without renewing a license. Board Office will send a letter to Dr. Sandgren indicating that the services described are within the scope of psychological practice, and that licensure is required.
iv) Consideration of FAQ related to practicing while application is being reviewed. Tabled to next meeting.

4) New Business
a) Dr. Boseck Inquiry. Mr. Schaibley reviewed the key issues that would warrant inquiry if Board response or action is indicated based on Dr. Boseck’s self-report. Dr. Kuchler moved that the Board request a release of information from Dr. Boseck to authorize receipt of his addiction evaluation. Motion passed. Dr. Townsend recused from vote.
b) Complaints – Dr. Hanson (Kuchler). Dr. Kuchler will review this new complaint at next meeting.

Dr. Kuchler left the meeting at 12:54 pm

c) FARB Membership consideration. Dr. Adams Larsen provided information from her recent attendance at the Federal Associations of Regulatory Boards. Both Board Office support and regulatory information are available through membership in FARB. Dr. Kolstoe moved that we join FARB. Motion passed unanimously.
d) Letter from Angela Rortvelt (NDABA request to consider ABA CE providers). Dr. Adams Larsen identified key points. Dr. Kolstoe provided additional information about history of law related to this inquiry.
e) New CE Approval Request form (Kolstoe). Dr. Adams Larsen suggested making this available to the Board and available on the Board website. Dr. Kolstoe described some additional changes that would improve the form. Dr. Adams Larsen invited that ideas for change be submitted to Dr. Kolstoe. Dr. Kolstoe will finalize and send to Board Office for implementation.
f) Reinstatement of expired license process. Tabled to next meeting.
g) Quarterly Report – please review
h) Oral Exam Dates for 2014. Dr. Juntunen will confirm these via email.

5) Other Business
a) Board Attorney updates

6) Adjourn. Dr. Adams Larsen adjourned the meeting at 1:19 pm

Next Board Meetings (noon CT-1:15p): Mar 17, Apr 21, May 19, Jun 16, Jul 21, Board Retreat Aug 17-18, Sep 15, Oct 20, Nov 17, Dec 15
ND State Board of Psychologist Examiners
Teleconference Agenda
March 17, 2014 @ 12noon-1:15pm CST
Originating from: 2100 S. Columbia Road, Suite 202 – Grand Forks

MINUTES

1. Call to Order at 12:03 pm by Dr. Margo Adams Larsen, presiding.
   a. In attendance: Dr. Margo Adams Larsen, Dr. Chris Kuchler, Dr. Paul Kolstoe, Mr. Schaibley.
   b. Dr. Kolstoe will serve as secretary.

2. Approval of Minutes for February 17, 2014
   a. Dr. Kuchler moved to approve the minutes of 2/17/14. Passed unanimously.

3. Unfinished Business
   a. Board Office
      i. Quote on Bonding is still in the research stage.
      ii. Quickbooks replacement is necessary as the version owned is no longer supported. New version purchased for $179.00 (on sale) which is within spending guidelines already passed.
   b. Complaints
      i. Flemmer
         1. Investigation Findings: Dr. Adams Larsen/Brenda Biwer e-mailed with Karen Wamsley of Maryland’s licensing board, and verified with their investigator Patricia Wallace, that the deceased is the same person who they interviewed in person. We do not have verification that the deceased is the same person seen for the oral examination in Grand Forks, ND.
         2. Dr. Kuchler indicated that to ensure our due diligence as a board, a formal but brief appointment should be completed with the GF County Sherriff’s office to obtain their response if they would investigate and take this matter to the State’s Attorney.
         3. Dr. Adams Larsen will coordinate with Mr. Schaibley on collaborating with the Grand Forks Sherriff’s Office regarding further criminal investigation.
      ii. Clinical Descriptors
         1. Dr. Kolstoe will follow up with APA Division 30 and the ASPPB listserv. Mr. Schaibley will send a letter noting the investigation continues.
      iii. Hanson
         1. Finding: Jurisdiction is established with this Board. Motion by Dr. Adams Larsen for the Board attorney to send a letter requesting the complainant provide a release of information for additional materials to further the investigation. Roll Call Vote: Dr. Margo Adams Larsen – Yes, Dr. Paul Kolstoe - Yes, Dr. Chris Kuchler – Yes.
   c. Inquiries
      i. Inquiry regarding APA materials indicating ND law related to denial of patient access to records
         1. The Board’s role cannot be to provide legal opinions or as a conduit from the Attorney General office so people are encouraged to talk to an attorney or their HIPAA compliance resource. The Board has asked that Mr. Schaibley briefly inform the Board on law related to this inquiry. Board office will reply to indicate that the Board thanks the inquirer for their question and for bringing this to the Board’s attention. However, the Board determined the nature of the inquiry really required the individual to seek the counsel of their own attorney to review state and federal laws related to this question.
   d. CE Items
      i. Dr. Bennett request to extend completion of reporting year/completion of CE hours
         1. Tabled: Awaiting the licensee’s submission of renewal information, fee, and completed CEU’s.
   e. Reinstatement of Expired License Process

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1. Board office can let the inquirer know that an expired license beyond one year requires application, the application fee, and oral examination would be required. It should be noted in the application that the EPPP had been submitted previously.

4. New Business
   a. Applications
      i. Approve for EPPP
         1. Dr. Laver
            a. Motion by Dr. Kuchler to approve Dr. Mariah Laver to sit for the EPPP – Dr. Chris Kuchler – Yes, Dr. Margo Adams Larsen – Yes, Dr. Paul Kolstoe – Yes.
         2. Dr. Nevland
            a. Motion by Dr. Kuchler to approve Dr. Nevland to sit for the EPPP. Dr. Margo Adams Larsen – Yes, Dr. Paul Kolstoe - Yes, Dr. Chris Kuchler – Yes.
      ii. Approval of Post-doc Hours – Dr. Edwards
          1. Finding: the post-doctorate hours submitted were found to be sufficient.
          2. Motion by Dr. Kuchler to approve issuing a license to Dr. Edwards. Dr. Paul Kolstoe - Yes, Dr. Chris Kuchler – Yes, Dr. Margo Adams Larsen – Yes.
   b. Complaints – no new complaints
   c. CE
      i. Motions for CE Approval Policy
         1. Tabled: until more members can be present.
      ii. Approval Request
         a. ARISE 2-day Life Skills Training (submitted by Dr. Shelly Peltier) Date to be determined on approval (Board will be notified about time and date and hours)
            a. Correspondence: The application was incomplete; needing Hours of CEU's requested. Board office will ask for complete application to include hours of instructions, breaks, and number of hours of CE being requested, along with potential dates.
         b. Digital Confidentiality According to Professional Ethics and HIPAA: A Heart-centered Approach
            Levels I & II (submitted by Dr. Erin Haugen) Level I held on March 14 or April 21, 2014; Level II held on March 21 or April 28, 2014 – 6 hrs.
            a. Motion by Dr. Paul Kolstoe for 6 hours as Category 4. Approved unanimously.
   d. Inquiries
      i. Discussion related to academician applications and what hours count toward licensure (may relate to previous discussion but this was a new inquiry) – perhaps an FAQ could be drafted?
         1. Tabled until more members present.
      ii. Barter Inquiry
         1. FINDING: It is not the Board’s place to advise on such practices and Mr. Schaibley will review a draft by Dr. Adams Larsen to that effect.
      iii. Use of term “psychotherapist”
         1. Tabled until Board has more information.

5. Other Business - TABLED
6. Adjourn – 1:16 pm

Next Board Meetings (noon CT-1:15p): Apr 21, May 19, Jun 16, Jul 21, Board Retreat Aug 17-18, Sep 15, Oct 20, Nov 17, Dec 15

Oral Exams: Mar 24
ND State Board of Psychologist Examiners
Teleconference
March 24, 2014 @ 11:00am – 1:00pm CST

Originating from:
UND, Dept. of Counseling Psychology, 2100 Centennial Drive, Education 21B
Grand Forks, ND

MINUTES – Oral Exams

1. Call to Order - 11:07 by Dr. Cindy Juntunen (Vice President, presiding)
   a. Attending: Dr. Juntunen, Dr. Christine Kuchler, Dr. Margo Adams Larsen (President), Dr.
      Paul Kolstoe
2. Selection of Exam Items (noted below)
3. Oral Exam Executive Session
4. 

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 11:30a/12:05p/12:19p/12:51p. The minutes will show that the executive session began at
11:11a/11:45a/12:19p/12:51p and was attended by: Dr. Juntunen, Dr. Christine Kuchler, Dr. Margo Adams
Larsen, Dr. Paul Kolstoe

   a. 11:11 am - Dr. Marie Schaaf-Gallagher – Old set #1
      i. Examinee left room at: 11:38am
      ii. Out of executive session at: 11:45am
      iii. Motion to pass Dr. Marie Schaaf-Gallagher on Oral Exam by Dr. Adams Larsen
      iv. ROLL CALL VOTE: Dr. Cindy Juntunen-yes; Dr. Paul Kolstoe –yes; Dr. Christine
          Kuchler –yes; Dr. Adams Larsen- yes
      v. Dr. Juntunen can provide results and feedback

   b. 11:51 am - Dr. Lindsay Anderson – New set #2
      i. Examinee left room at: 12:11p
      ii. Out of executive session at: 12:18p
      iii. Motion to pass Dr. Lindsay Anderson on Oral Exam by Dr. Christine Kuchler
iv. **ROLL CALL VOTE:** Dr. Paul Kolstoe – yes; Dr. Christine Kuchler – yes; Dr. Adams Larsen- yes; Dr. Cindy Juntunen-yes
v. Dr. Juntunen can provide results and feedback

c. 12:19 pm - Dr. Marie Lepeltier – Old set #1
   i. Examinee left room at: 12:44p
   ii. Out of executive session at: 12:50p
   iii. Motion to pass Dr. Marie Lepeltier on Oral Exam by Dr. Cindy Juntunen
   iv. **ROLL CALL VOTE:** Dr. Christine Kuchler – yes; Dr. Adams Larsen- yes; Dr. Cindy Juntunen-yes; Dr. Paul Kolstoe – yes
   v. Dr. Juntunen will provide results and feedback

d. 12:51 pm - Dr. Samantha Beauchman – New set #3
   i. Examinee left room at: 1:12p
   ii. Out of executive session at: 1:17p
   iii. Motion to pass Dr. Samantha Beauchman on Oral Exam by Dr. Margo Adams Larsen
   iv. **ROLL CALL VOTE:** Dr. Adams Larsen- yes; Dr. Cindy Juntunen-yes; Dr. Paul Kolstoe – yes; Dr. Christine Kuchler – yes
   v. Dr. Juntunen will provide results and feedback

5. Suggestion to send questions out to Board Members from Office with the recording forms prior to each oral exam. Next exam late June 2014. Doodle will be sent shortly.

6. Adjourn – at 1:23pm.

Respectfully Submitted by Dr. Margo Adams Larsen

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Next Board Meetings (noon CT-1:15p): Apr 21, May 19, Jun 16, Jul 21, Board Retreat Aug 17-18, Sep 15, Oct 20, Nov 17, Dec 15

Oral Exams: July 7
ND State Board of Psychologist Examiners
Teleconference Agenda
April 21, 2014 @ 12noon-1:15pm CST
Originating from: 2100 S. Columbia Rd. Suite 202 – Grand Forks

Meeting Minutes

I. Call to Order: At 12:05 Dr. Adams Larson called the meeting to order.

Attending were: Board President Dr. Margo Adams Larsen, Board Members Dr. Cindy Juntunen and Dr. Richard Townsend, and Board Attorney Mr. David Schaibley.

II. Approval of Minutes: March 24, 2014 - Dr. Juntunen moved to approve the minutes and the motion was carried by voice vote.

III. Unfinished Business:
   a. Board Office: No report
   b. Complaints:
      i. Flermer: No new information however Dr. Adams Larsen is reviewing and preparing materials for law enforcement.
      ii. Clinical Descriptors: Tabled, awaiting Dr. Kolstoe’s report.
      iii. Dr. Hanson: Complainant has refused to release clinical records to Dr. Hanson or to the Board. A letter was sent to the complainant explaining the limitations on the Boards ability to investigate or act on the complaint that is created by limiting access to those records. There was discussion among the Board members of our options.

Motion Dr. Townsend moved to request that Mr. Schaibley write a letter to Dr. Hanson dismissing the complaint but noting the importance of ethical issues raised in the complaint and specifically about the importance of maintaining appropriate boundaries in doctor-patient relationships. Dr. Adams Larsen called a roll call vote: Dr. Townsend – yes; Dr. Juntunen – yes; Dr. Adams Larsen – yes. The motion was approved.

   c. CE:

Motion Dr. Townsend moved to approve Dr. Kolstoe’s policy statement for Continuing Education. A voice vote was taken and the motion was approved.

   d. Inquiries:
      i. Use of the term “psychotherapist”: Discussion was held regarding use of this descriptor by none-psychologists. It was noted that the term is used in describing the scope of practice of other professions, including Social Workers.
      ii. Academician application and what hours count toward licensure: discussion tabled.

IV. New Business: (Dr. Adams Larsen changed the order of New Business items to assure a timely response to applications.)
   a. Applications
      i. EPPP – Dr. Abraham Bilyeu:

Motion: Dr. Adams Larsen moved to approve Dr. Bilyeu to take the EPPP. She called a roll call vote: Dr. Adams Larsen – yes; Dr. Townsend – yes; Dr. Juntunen – yes. Dr. Bilyeu was approved to take the test.

   ii. Oral Exam – Dr. Jessica Jones:

Motion: Dr. Adams Larsen moved to approve Dr. Jones for an Oral Exam. She called a roll call vote:
iii. Oral Exam – Ashley Flynn-Privett: Tabled pending further information.

b. Board Office
   i. Discussion of mandated reporting language: After a brief discussion of the regulations it was decided to revisit the topic at our next meeting.
   ii. Process for review of supervised practice hours: Dr. Adams Larsen stated that there has been no formal policy for Board review of applicants supervision hours. She has been asking other Board members to assist so that more than one set of eyes reviews materials. The appropriateness of all Board members sharing in this task was affirmed.
   iii. Vote on granting of license: While the Board votes on each major step in an applicant’s process, there is no culminating vote to award a professional license. Dr. Adams Larsen asked if there should be a vote. It was brought up that in voting to pass an applicant on their oral exam, typically the last step in the process, we were essentially approving an applicant for licensure. Attorney Schaibley agreed to consult other Boards to see whether our process is in step with others, or whether there might be reasons to hold a separate vote to formally approve a candidate’s licensure.
   iv. Connecting with other Boards within our state: Dr. Adams Larsen stated that she is starting to connect with other Boards, to review common interests, concerns or processes.

c. CE

Motion: Dr. Juntunen moved to approve:
   Arise 2-day Life Skills Training
   Student Social Work Organization Conference
   Comprehensive Behavioral Intervention for Tics
   ND Association for Behavior Analysis 2014 Conf.

For the hours requested. Dr. Adams Larsen called a voice vote and the motion was approved.

V. New Business
   a. Dr. Townsend’s retirement was announced. His resignation from the Board has been sent to the Governor.
   b. Dr. Boseck follow up: no new information at this time.
   c. Newsletter in Drop Box: Dr. Adams Larsen requested that Board members look at the draft of a new newsletter prior to its distribution.
   d. FAQ Telepsychology: discussion tabled.
   e. Board Retreat Planning: Dr. Adams Larsen noted that planning for the annual retreat has begun.

VI. Adjournment: Dr. Adams Larsen adjourned the meeting at 1:08. Our next meeting is scheduled for May 19th, from 12:00 to 1:15.

Respectfully Submitted
Richard B. Townsend, Ed.D.
Licensed Psychologist

Next Board Meetings (noon CT-1:15p): May 19, Jun 16, Jul 21, Board Retreat Aug 17-18, Sep 15, Oct 20, Nov 17, Dec 15

Oral Exams: Jul 7
ND State Board of Psychologist Examiners
Teleconference
May 19, 2014
Originating from: 2100 S. Columbia Rd. Suite 202 – Grand Forks

MINUTES

1. Call to Order at 12:06 pm by Dr. Margo Adams Larsen.
   a. Attending: Dr. Margo Adams Larsen, President; Dr. Cindy Juntunen, Vice-President; Dr. Christine Kuchler; Dr. Paul Kolstoe
   b. Dr. Kuchler will serve as secretary.

2. Approve Minutes
   a. Dr. Kuchler moved to approve the minutes of March 17, 2014 with minor corrections; motion passed (Dr. Juntunen abstaining).
   b. Dr. Juntunen moved to approve the minutes of April 21, 2014; motion passed (Dr. Kuchler and Dr. Kolstoe abstaining).

3. Unfinished Business
   a. Board Office
      i. Boseck Follow-Up letter: Dr. Adams Larsen will draft this.
      ii. Bonding info – tabled
      iii. Procedure – Dr. Adams Larsen will draft board policies regarding licensure application and licensure renewal approval procedures.
      iv. Discussion regarding duty to warn – We will add a link on the board website to NDCC 23-01.3-03-01 (8) which defines the public health authorities to which licensees MAY report to/disclose protected health information under defined circumstances.
   b. Complaints
      i. Flemmer – update tabled.
      ii. Clinical Descriptors of hypnosis – Dr. Kolstoe has queried the ASPPB list serve on this subject and will summarize responses received for discussion at a future meeting.
   c. CE – Dr. Bennett Update: No new information has been received.
   d. Inquiries
      i. Academician Applications and hours toward licensure: After discussion, Dr. Kolstoe agreed to draft a decision making table for Board consideration, when evaluating supervised experience requirements of academician applicants for licensure.
      ii. Telepsychology: tabled.
   e. Applications
      i. ORAL EXAM – LABA – Ashley Flynn-Privett: The board office will follow up with the applicant regarding the question of one endorser with a lesser degree than her own.
4. New Business
   a. Board Office – has moved. No notifications are required since our P.O. address and
      phone number are unchanged.
   b. Applications
      i. EPPP – Dr. Gillian Freeborn: Application is incomplete (not signed or notarized)
         and therefore on hold.
      ii. ORAL – Dr. Jessica Jones: Dr. Kuchler moved to approve her to sit for the oral
          examination. Roll call vote: Dr. Kuchler, yes; Dr. Adams Larsen, yes; Dr.
          Juntenen, yes; Dr. Kolstoe, yes. Motion passed.
   d. Oral Exam Dates – to be determined after online survey of board member availability.
   e. CE: Dr. Adams Larsen moved to approve the following programs i, ii, iii, iv, and vi, with
      clarification that number iv is approved for Category 4, and number vi is approved for
      14.5 hours. Motion passed. Dr. Adams Larsen then moved to deny application for
      number v meeting CE criteria. Motion passed.
         i. Big Sky Student Athlete Health and Wellness Symposium – 7 hours – submitted
            by Dr. Erin Haugen
         ii. Eating Disorders in Sports Conference – 5 hours – submitted by Dr. Erin Haugen
         iii. Brain Health Consortium – 7 hours – Dr. Beth Zeiger
         iv. Autism Proseries – 36 hours – Barbara Peterson
         v. Art Intersection: The Italy Workshop – 20 hours – Dr. Stephen Timm
         vi. 2014 Annual MnATSA Conference – 17 hours – Dr. Zongjian Wu

5. Other Items:
   a. Dr. Adams Larsen noted that PLUS is moving to a fee-based system July 1, 2014. She will
      request extension of this to August 1, 2014, as there are still some issues to resolve.
   b. Dr. Adams Larsen noted that the Governor's office has been informed of Dr. Townsend's
      resignation.

6. Meeting adjourned by Dr. Adams Larsen at 1:16 pm.

Submitted by Dr. Christine Kuchler

Next Board Meetings (noon CT-1:15p): Jun 16, Jul 21, Board Retreat Aug 17-18, Sep 15, Oct 20, Nov 17, Dec 15

Oral Exams: Jul 7

NDSBPE Meeting Minutes – May 19, 2014
1. Call to Order: Dr. Adams Larsen called the meeting to order at at 12:02 pm
   a. Attending were Dr. Adams Larsen, Dr. Juntunen, Dr. Kuchler and Mr. Schaibley
2. Approve Minutes
   a. May 19, 2014: Dr. Adams Larsen moved to approve the minutes. Minutes were approved with notation that Dr. Kuchler submitted them.
3. Unfinished Business
   a. Board Office
      i. Boseck Follow-Up letter (Records in Dropbox for review). Dr. Adams Larsen provided a brief summary of the current state of this issue. Board discussed the current documentation available regarding potential impact on professional activity. Mr. Schaibley will draft and Board Office will send a letter requesting more information about legal and treatment records.
      ii. Bonding info — (Brenda didn’t find any information, checking with auditor). Topic tabled until future meeting.
      iii. Board Office procedures manual draft (Adams Larsen). Dr. Adams Larsen requested that Board members review the draft and submit ideas to Brenda. Manual will be reviewed at next meeting.
   b. Complaints
      i. Clinical Descriptors (Kolstoe). This topic will be addressed when Dr. Kolstoe is present.
      ii. Flemmer – updates (Adams Larsen)
   c. Inquiries
      i. Academician Applications and hours toward licensure (Kolstoe). Board members are asked to review the document that Dr. Kolstoe has developed and send comments to Dr. Kolstoe for review at the next meeting.
      ii. Telepsychology (Adams Larsen). Board reviewed the FAQ document developed by Dr. Adams Larsen. The FAQ will be posted on the Board webpage pending final revisions by Dr. Adams Larsen and Mr. Schaibley.
   d. Applications
      i. ORAL EXAM – LABA – Ashley Flynn-Privett. Dr. Kuchler moved to approve Ms. Flynn-Privett for the oral exam. Roll call vote: Dr. Kuchler, yes; Dr. Adams Larsen, yes; Dr. Juntunen, yes.
4. New Business
   a. Board Office
      i. Activity since last meeting:
         1. Licenses Granted: 0
         2. Other Business
      ii. Financial Reports (please review in Dropbox). Brief discussion of income and expenses.
b. Applications
   i. EPPP - Dr. Gillian Freeborn, Dr. Kuchler moved to approve Dr. Freeborn to take the EPPP. Roll call vote: Dr. Adams Larsen, yes; Dr. Juntunen, yes; Dr. Kuchler, yes.

c. Inquiries
   i. Oral Exam frequency. Discussion of recent request to consider frequency and timing of oral exams. Board Office has responded with appreciation and relevant information from state statutes. Next Oral Exam is set for Monday, July 7. Subsequent exams will be set of October, 2014, then January, April, July and October of 2015.
   ii. Foreign Psychologist living/working in ND. Dr. Juntunen will draft and Mr. Schaibley will review an educative cease and desist letter. The Board office will send the letter.

d. Complaints – no new complaints

e. Oral Exam Dates (possibility in conjunction with the Board Retreat?)
   Tabled for further review.

   f. Continuing Education. Tabled for further review.

   i. Understanding Traumatic Stress (submitted by Dr. Langelle), June 3, 2014 - 3 hrs.
   ii. Domestic Minor Sex Trafficking and Complex Trauma (submitted by Dr. Semchenko) April 30, 2014 - 5 hrs.
   v. DSM-5 (Submitted by Dr. Langelle) June 10, 2014 - 5.5 hrs.

g. ASPPB Annual Meeting Travel Approval. Dr. Adams Larsen moved to approve expenses of up to three Board members and Mr. Schaibley attending the ASPPB conference in Palm Springs, CA, October 22 – 26. Motion was approved.

h. Board Retreat Planning – All Day Monday August 18th in Grand Forks.

5. VA licensure issues. Mr. Schaibley provided a summary of his findings.

6. Adjourn. Dr. Adams Larsen adjourned the meeting at 1:20 pm.

Minutes submitted by Cindy Juntunen, PhD

Next Board Meetings (noon CT to 1:15pm): Jul 21, Board Retreat Aug 17-18, Sep 15, Oct 20, Nov 17, Dec 15, Jan 19, Feb 16, Mar 16, Apr 20

Oral Exams: July 7, 2014
ND State Board of Psychologist Examiners
July 7, 2014 @ 8:30 AM CDT

Originating from: UND - Dept. of Counseling Psychology
2100 Centennial Drive, Education 21B. Grand Forks, ND

ORAL EXAM - MINUTES

1. Call to Order @ 8:45am due technical difficulties by Dr. Cindy Juntunen, Vice President. In attendance: Dr. Margo Adams Larsen, Dr. Cindy Juntunen, Dr. Christine Kuchler, and Dr. Paul Kolstoe.

2. Selection of Exam Items (noted by candidates name)

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

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 9:30. The minutes will show that the executive session began at 8:47a and was attended by: Dr. Cindy Juntunen, Dr. Christine Kuchler, Dr. Paul Kolstoe, and Dr. Margo Adams Larsen, along with respective Oral Exam candidates.

3. Oral Exam
   a. 8:30 am - Dr. Katherine Schjeldahl (Set #1) entered room at 8:47a and left at 9:16a.
   b. 9:00 am - Dr. Jessica Jones (Set #2) entered room at 9:22a and left at 9:47a.

Executive Session exited at 9:56 am.

Motion for Dr. Schjeldahl to pass the oral exam by Dr. Juntunen. ROLL CALL VOTE: Dr. Adams Larsen – yes; Dr. Juntunen – yes; Dr. Kolstoe – yes; Dr. Kuchler – yes. Dr. Schjeldahl has passed the Oral Exam for Licensed Psychologist.

Motion for Dr. Jones to pass the oral exam by Dr. Chris Kuchler. ROLL CALL VOTE: Dr. Kuchler – yes; Dr. Kolstoe – yes; Dr. Kuchler – yes; Dr. Adams Larsen – yes. Dr. Jones has passed the Oral Exam for Licensed Psychologist.

Dr. Adams Larsen recused at of 9:59 am.

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 10:30a. The minutes will show that the executive session began at 10a and was attended by: Dr. Juntunen, Dr. Kolstoe, Dr. Kuchler.

c. 9:30 am - Dr. Mariah Laver (Set #3) entered room at 10a and left at 10:17a.

Exited executive session at 10:18a.
Motion to pass Dr. Mariah Laver on oral exam by Dr. Juntunen. ROLL CALL VOTE: Dr. Kolstoe — yes; Dr. Kuchler — yes; Dr. Juntunen — pass. Dr. Adams Larsen — recused. Dr. Laver has passed the Oral Exam for Licensed Psychologist.

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 11a. The minutes will show that the executive session began at 10:23a and was attended by: Dr. Adams Larsen, Dr. Kolstoe, Dr. Kuchler.

a. 10:30 am – Dr. Julijana Nevland (Set #2) entered room at 10:23a and left at 10:46.

Exited executive session at 10:49a.

Motion to pass Dr. Nevland on Oral Exam by Dr. Kolstoe. ROLL CALL VOTE: Dr. Kuchler — yes; Dr. Juntunen — recused; Dr. Adams Larsen — yes; Dr. Kolstoe —yes. Dr. Nevland has passed the Oral Exam for Licensed Psychologist.

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 12noon. The minutes will show that the executive session began at 10:52a and was attended by: Dr. Adams Larsen, Dr. Kolstoe, Dr. Kuchler, Dr. Juntunen

b. 10:00 am - Dr. Nils-Erik Juanto Laver (Set #1) entered room at 10:54a and left at 11:20a. Exited executive session at 11:26.

Motion to pass Dr. Nils-Erik Juanto Laver on Oral exam. ROLL CALL VOTE: Dr. Juntunen- yes; Dr. Kolstoe – yes; Dr. Kuchler – yes; Dr. Adams Larsen – yes. Dr. Juanto Laver has passed the Oral Exam for Licensed Psychologist.

Dr. Chris Kuchler leaving meeting at 11:29am.

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 12noon. The minutes will show that the executive session began at 11:32a and was attended by: Dr. Adams Larsen, Dr. Kolstoe, Dr. Juntunen

c. 11:00 am – Ashley Flynn-Privett (ABA Set #1) entered room at 11:33a and left at 11:53a. Exited executive session at noon.

Motion to pass Ms. Ashley Flynn-Privett on Oral LABA Exam by Dr. Adams Larsen. ROLL CALL VOTE: Dr. Kolstoe – yes; Dr. Adams Larsen – yes; Dr. Juntunen – yes. Ms. Ashley Flynn-Privett has passed the Oral Exam for Licensed Applied Behavior Analyst.

4. Adjourn @ 12:02p.

Minutes submitted by Dr. Margo Adams Larsen

Next Board Meetings (noon CT-1:15p): Apr 21, May 19, Jun 16, Jul 21, Board Retreat Aug 17-18, Sep 15, Oct 20, Nov 17, Dec 15
Oral Exams: Oct 13
ND State Board of Psychologist Examiners
TELECONFERENCE
July 28, 2014 @ 12noon-1:15pm CST
Originating from: 2100 S. Columbia Rd. Suite 202 – Grand Forks
DRAFT Minutes

1. Call to Order at 12:05 pm by Dr. Margo Adams Larsen, notes taken by Dr. Kolstoe
   1. Present: Dr. Adams Larsen, Dr. Kuchler, Dr. Kolstoe, David Schaibley
   2. Absent: Dr. Juntunen

2. Approve Minutes
   a. June 17, 2014
      1. Dr. Kuchler clarified these were the minutes for June 16, 2014 as the date appears on the minutes document. Dr. Kuchler moved to approve the minutes. All voted in favor. Approved by voice vote.
      1. Tabled with correction of adding location of oral examinations for each candidate (a procedural change to include with all future oral exam minutes as well).

3. Unfinished Business
   a. Board Office
      i. Bonding info (Brenda)
         1. No information to update.
      ii. Board Office procedures manual draft -- still developing – please review in Dropbox
         1. Please provide suggestions to Board Office.
      iii. Discussion of mandated reporting review (Juntunen)
         1. Tabled until Dr. Juntunen can be present to discuss.
   b. Complaints/Investigations
      i. Clinical Descriptors/Hypnosis (Kolstoe)
         1. Tabled to Board Retreat discussion, and Dr. Kolstoe will provide list of responses.
         2. Review ASPPB Model Act for reference to Hypnosis to determine if there is guiding detail available there.
      ii. Flemmer – investigation updates (Adams Larsen)
         1. Grand Forks County Sheriff has agreed to follow up with further investigation with other sites.
         2. Motion by Dr. Adams Larsen: Require submission of a notarized picture with application materials. Approved by voice vote.
         3. Motion by Dr. Kuchler: Applicant must present a government issued picture identification at the time of the oral examination with a copy taken. Approved by voice vote.
      iii. Boseck eval
1. Continue to review and evaluate submitted information but no imminent action steps are required. Further discussion tabled to Board Retreat agenda, as not all details were available for review today.

c. Inquiries
   i. Academician Applications and hours toward licensure draft review (Kolstoe)
      1. Submitted draft discussed with a range of perspective from narrow to broad with further discussion tabled to the Board Retreat agenda when all members will be present. Dr. Kuchler indicated a two pronged consideration identified in the law which notes 1) 'what' the practice of psychology is, and 2) the 'purpose', of which teaching and training are not included. Further discussion of this point will be reviewed at the retreat.

   ii. Telepsychology – (Schaibley)
      1. Further material to be distributed following conversation between Dr. Adams Larsen and Mr. Schaibley.

   iii. Use of Psychotherapist term
      1. Dr. Adams Larsen to draft a reply for the board office to send out based on Dr. Kuchler's suggestion: Chapter 43-32 is silent on the use of the title "psychotherapist", however, if the individuals' using this term are practicing psychology as defined in Chapter 43-32, this would require a license in psychology or a license in a discipline that includes a similar scope of practice.

   iv. Oral exam planning schedule and response to Dr. Ulven's inquiry (Juntunen)
      1. Board office to provide a brief reply that the Board will discuss the inquiry further at the Board Retreat, but that we have already taken action to consider specific dates for the remainder of this year and the coming year.

   v. Ms. Silva's response (Juntunen)
      1. Letter had been distributed outlining procedures and caution against practice, and Ms. Silva replied indicating that there had been no practice. No further action required by the Board.

4. New Business
   a. Board Office
      i. Activity since last meeting:
         1. Issued Licenses: Ashley Flynn-Privett (LABA), Dr. Schjeldahl, Dr. Jones, Dr. Mariah Laver, Dr. Nils Juanto Laver, and Dr. Julijiana Nevland
      ii. Photo identification for licensure – with application and with oral exam (Adams Larsen)
         1. Item was taken out of order and covered previously in the meeting.

   b. Applications
      1. Procedural discussion of ensuring applications have been initiated and will be completed by Psychology Residents within the first six months after submission of Notice of Residency. Ongoing review of Psychology Residents and expiration of 6 month dates should be reviewed potentially as Board Office Items. Further discussion is tabled to Board Retreat Agenda. Dr. Kuchler suggests a cease and desist order be
submitted to the Psychology Resident and supervisor if applications are not complete by 6 month timeline.

ii. EPPP - Dr. Sara Durbin (please review application timelines)
   1. Move by Dr. Kolstoe: Approve Dr. Durbin to sit for the EPPP examination. Roll call: Dr. Adams Larsen – Yes; Dr. Kolstoe – Yes; Dr. Kuchler – Yes. Dr. Durbin is approved to take the EPPP.

iii. EPPP - Dr. Angelique Gillis (please review application timelines)
   1. More information needed before determination.

iv. EPPP - Dr. Jennifer Jordan
   1. Move by Dr. Kuchler: Approve Dr. Jordan to sit for the EPPP examination. Roll call: Dr. Kuchler – Yes, Dr. Adams Larsen – Yes, Dr. Kolstoe – Yes. Dr. Jordan is approved to take the EPPP.

c. Inquiries
   i. CE credit inquiry from Dr. Grissom – tabled due to time to Board Retreat agenda.

d. Continuing Education
   1. Motion by Dr. Kolstoe: Approve Continuing Education Agenda all items listed except “Domestic Minor Sex Trafficking and Complex Trauma”. Approved by voice vote. Board Office will request more information including hours agenda and presenter bio for reconsideration of item ii.
      i. Understanding Traumatic Stress (submitted by Dr. Langelle), June 3, 2014 - 3 hrs.
      ii. Domestic Minor Sex Trafficking and Complex Trauma (submitted by Dr. Semchenko) April 30, 2014 - 5 hrs.
         2. Presenter biography and schedule of training (for verification of hours) information missing from submitted items.
      v. DSM-5 (Submitted by Dr. Langelle) June 10, 2014 - 5.5 hrs.

5. Other Items – Please get me Board Retreat Topics ASAP (send to Board Office)
   i. Retreat to begin around 2:00 pm Sunday
   ii. Dr. Fehr (Representative to the House for North Dakota) will be invited to provide information on potential legislation.
   iii. Mr. Schalbley indicates that he will be submitting some documents to be distributed by the Board office with regard to a consultant who has provided
misinformation to a legislative committee, which may impact directly decisions made by that committee with regard to mental health boards and laws. Specifically, there is report of a potential “oversight” board being proposed in this consultants recommendations.

6. Adjourn 1:20 pm by President Dr. Adams Larsen.

Next Board Meetings (noon CT to 1:15pm): Board Retreat Aug 17-18, Sep 15, Oct 20, Nov 17, Dec 15, Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15,
Oral Exams: TBA

Respectfully submitted,

Paul D. Kolstoe, PhD
Board Member/Recording Secretary
Date Approved: 9-15-14

Board President: [Signature]

ND State Board of Psychologist Examiners
BOARD RETREAT
August 17-18, 2014

2100 S Columbia Rd Suite 202, Grand Forks, ND

MINUTES

Present: Dr. Cindy Juntenen (Vice-President), Dr. Paul Kolstoe, Dr. Christine Kuchler and Dr. Margo Adams Larsen (President).

Absent: None

The meeting was called to order by President Adams Larsen at 2:11 PM, and Dr. Kuchler agreed to take the minutes. Dr. Adams Larsen reviewed the agenda and Open Meeting rules. She indicated that items may be taken out of order to accommodate the time schedule.

Dr. Kuchler moved to approve the Minutes of 7/28/14 with the amendment suggested by Dr. Juntenen that Dr. Juntenen was absent. Motion was approved by voice vote (with Dr. Juntenen abstaining).

In reviewing the application for licensure of Dr. Gillis, Dr. Adams Larsen noted that in the future, all correspondence in an applicant's file will routinely be included for review by board members considering that application, in addition to the PLUS application. Dr. Juntenen moved to approve Dr. Gillis to sit for the EPPP. Ensuing discussion identified Dr. Gillis’s past conviction for DUI. The board will request that the applicant request that copies of the arrest and court disposition records be sent from the appropriate jurisdiction to the board office. The motion to approve was withdrawn by Dr. Juntenen pending receipt of further information.

Dr. Grissom’s inquiry about the possibility of getting CE credit for developing and teaching a graduate level course as an adjunct instructor was discussed. This is not and has never been allowed as per ND Century Code and ND Administrative Code. Dr. Kuchler will draft a response to Dr. Grissom to come from the board office.

The content of two Telespsychology FAQ drafts were reviewed and discussed. Dr. Adams Larsen will complete a new draft to incorporate content agreed upon, and submit it to the board attorney for legal review prior to posting on the board website.

The Oral Exam schedule for the remainder of 2014 and all of 2015 was set. The dates will be 10/13/14, 1/12/15, 4/13/15, 7/13/15, and 10/12/15. The suggestion of Dr. Ulven for the board to consider replacing the oral exam with a written exam was discussed at length. The board at this time believes the oral exam serves a unique and valuable function in the evaluation of applicants but that a written jurisprudence examination (assuming any necessary statutory changes were proposed and passed) could potentially offer a valuable addition to examination procedures.
Dr. Adams Larsen reviewed the status of the *Flemmer* case. At this time, the investigation is being transferred from Grand Forks County to the Bureau of Criminal Investigations.

Dr. Kuchler summarized the documentation received regarding Dr. Boseck, which was discussed. It was decided that Dr. Kuchler will draft a letter to Dr. Boseck thanking him for his forthright communication and volunteering of documentation, and that his continued cooperation with the board is requested by doing the following: 1) provide information and appropriate releases of information to the board regarding the mental health treatment from a mental health therapist and the addiction aftercare he alludes to in his agreement with the Trinity Health Board of Directors; 2) documentation to the board from his employer for the last two quarters of 2014 and the first two quarters of 2015 that his job functioning has been satisfactory; and 3) quarterly reports of treatment progress from any ongoing treatment provider for the last two quarters of 2014 and the first two quarters of 2015, or, if treatment is completed, a termination summary from that treatment provider.

Dr. Kolstoe summarized comments received from other jurisdictions regarding the definition of clinical application of hypnosis. Oregon has taken the issue to court. The board discussed this issue further, including referring this issue to ASPPB for possible further interjurisdictional discussion.

Dr. Kuchler presented information regarding the Council on Licensure, Enforcement and Regulation (CLEAR) Investigator training. Dr. Junutun moved to approve up to $1500 for half of Dr. Kuchler’s expenses for CLEAR Basic Investigator training in September, 2014. Motion carried by voice vote (Dr. Kuchler recused).

Adjourned 5:10 pm, reconvened 6:00 pm at Mama Mia’s restaurant, general discussion, adjourned for evening at 7:45 pm.

Dr. Adams Larsen called the meeting back to order at 8:11 AM on August 18, 2014 at 2100 S Columbia Rd, Suite 202, Grand Forks, ND.

The board will post board-approved CE programs on the website, with updates as they are approved. Dr. Kolstoe moved to accept for board approval any CE programs offered by one of the following organizations:

- Association for Behavior Analysis International (ABAI);
- Behavior Analysis Certification Board (BACB);
- Association of Professional Behavior Analysis (APBA);
- Minnesota Northland Association on Behavior Analysis (MNABA);
- Graduate credits of university programs designated by the Behavior Analysis Certification Board (BACB) listed on the BACB webpage current as of the date of the completion of the course;
- North Dakota Association for Behavior Analysis (NDABA);
• American Association on Intellectual and Developmental Disabilities (AAIDD), previously recognized as American Association on Mental Retardation (AAMR).

Motion passed by voice vote.

The item pool for the ABA oral examination was discussed. Dr. Adams Larsen knows of an expert in the behavioral analysis field who is willing to provide free consultation to the board in item development. Dr. Juntunen will work with the consultant to further develop the item pool.

The board has received inquiries regarding what types of activities constitute postdoctoral supervised experience when the applicant is in an academic setting. Courses involving intervention methods, psychological assessment, and diagnosis, provided the Psychology Resident instructor receives two hours of supervision/week, will count as supervised experience for licensure. A draft Residency Plan to be submitted by the Resident’s supervisor will be developed by Dr. Juntunen and presented at the next meeting.

Dr. Kuchler presented a draft of general policy and procedures regarding Psychology Residents. The content was reviewed and approved with suggested amendments. Dr. Kuchler will incorporate the suggestions and present a revised draft at the next meeting.

Dr. Adams Larsen will draft a FAQ and post it to the website regarding practicing psychology during the application process, as the board office continues to receive questions about this regularly.

Dr. Juntunen summarized questions about legal interpretation of mandatory reporting requirements regarding HIV and duty to warn. Dr. Adams Larsen will ask our attorney how to access an interpretation from the Attorney General office on NDCC 23-01.3-03 and NDCC 23-07-02.1 on their applicability to psychologists. Specifically, there is a question whether psychologists are included in the definition of “health care provider.”

The financial reports were reviewed.

No new information is available regarding availability of state email or digital repository resources for access/use by the board.

Re: a board office bonding option, Dr. Adams Larsen will recommend that Brenda contact ASPPB and FARB for any available information.

Re: PLUS, our free trial period is ending, and as of September 1, 2014 applicants will be required to pay a $200 application fee to ASPPB. The PLUS system offers time savings to the board, and credential storage for licensees. Applicants will be referred to ASPPB with any questions about the PLUS application process.

Pearson will be the EPPP provider as of February 2015. The Pearson-approved sites are yet to be announced.

Dr. Adams Larsen will ask our attorney regarding our ability to charge a fee to re-issue a license.
The draft Board Office Procedures Manual was discussed. Some revisions were suggested. Suggested revisions should be sent to the board office. Dr. Adams Larsen will incorporate these changes with the current manual that is uploaded as pdf in the dropbox, and combine the work completed on the psychology resident process revisions, for a complete draft copy to the Board at a future meeting.

The board moved location to the Green Mill for lunch at 11:30 AM. During lunch, the board discussed the desirability of pursuing FARB training within ND for our board and possibly other regulatory board members and administrators.

The meeting reconvened at 2100 S Columbia Rd at 1:20 PM.

Methods for Reviewing new practice applications: Dr. Adams Larson is working on a draft form to assist in the review of new applications for licensure. She will bring that forward when completed for review.

Review of board secretary: Dr. Juntunen will send an evaluation template to Dr. Adams Larsen for adaptation. Board members shared comments about their experience in working with Brenda.

The board will continue to do yearly reports of licensees to Health Alert Network.

The board attorney is currently becoming familiar with the conflicts in law regarding the qualification and certification of school psychologists. Item tabled.

History and archiving: The board office will look into the feasibility of scanning records for long-term storage.

Iowa Consultant report to the Legislative Committee: The board reviewed the document to become more familiar with those aspects that misrepresent and may affect the board as an unidentified stakeholder.

Board officer elections: Dr. Juntunen moved to nominate Dr. Adams Larsen as President of the board for the coming year. Motion passed by voice vote. Dr. Kuchler nominated Dr. Juntunen as Vice-President of the board for the coming year. Motion passed by voice vote.

Budget discussion: There is insufficient funding of the board to allow for budgeting.

Board office efficiencies: The board is exploring methods of increasing web access to public information and reviewing policies.

Other business arising: The board began discussion of a possible mission statement.

Dr. Alan Fehr, current ND legislator and past board president, joined the meeting at 2:30 PM and he was invited to address the board. He discussed legislative issues of interest including temporary licensure, criminal background checks, and medical psychologists. Dr. Fehr also had a question regarding obtaining approval for a CE program in military culture which consists of several modules. Specifically, he asked if one or multiple applications for CE approval is required. He was advised that in this case, one application would suffice. Dr. Fehr left the meeting at 4:00 PM.
Other topics:

Dr. Adams Larsen will draft a resource summary of mission or purpose statements from other boards or organizations.

She would like to make an ongoing topic of board partnering with and outreach to stakeholders, educating constituent groups including licensees, students, applicants, legislators, etc.

CE credit for teaching courses – needs to be something beyond normal work duties; needs to be graduate level; and application for request for CE needs to be completed. Dr. Kolstoe agreed to draft a FAQ on this subject.

Consideration of upcoming legislative session and suggested opportunities for revisions to NDCC 43-32; such as wording regarding fees; elimination of reference to an expired grandfathering period; removing naming of APA ethics code from licensure law but specifying appropriate ethics code in Rule; clarifying documentation of hours of supervision for supervised postdoctoral experience; and integrating ABA references where appropriate. Dr. Adams Larsen will draft revisions for further discussion at a future meeting and she invites any further ideas for consideration.

Dr. Adams Larson adjourned the meeting at 5:00 PM.

Next Board Meetings (noon CT to 1:15pm): Sep 14, Oct 20, Nov 17, Dec 15, Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15, Jul 20, Board Retreat Aug 16-17, Sept 21
ND State Board of Psychologist Examiners
TELECONFERENCE
September 15, 2014 @ 12noon-1:15pm CST
Originating from: 2100 S. Columbia Rd. Suite 202, Grand Forks

MINUTES

The meeting was called to order by President Margo Adams Larsen at 12:04 PM. Dr. Kuchler volunteered to take the Minutes.

Attending: Dr. Margo Adams Larsen (Pres), Dr. Cindy Juntunen (Vice-Pres), Dr. Christine Kuchler, Dr. Paul Kolstoe, and Dave Schaibley, board attorney

Dr. Margo Adams-Larsen moved to approve the Minutes of the board retreat meeting of August 17-18, 2014 with revisions as discussed. Motion approved.

Bonding info: Dr. Adams Larsen submitted inquiries to ASPPB and FARB with no responses to date.

Board Office procedures manual draft are still being developed.

Psychology Resident certificate procedures and new form are still being developed.

Dr. Juntunen left the meeting at 12:30 PM.

Discussion of mandated reporting review, and definition of “health care provider” under ND law: Mr. Schaibley indicated that psychologists are not mandatory reporters under NDCC 23-07-02.1 relating to HIV, which targets attending physicians. Mr. Schaibley states that the board can request his opinion regarding whether psychologists are “health care providers” under ND law, and explore other laws that may impact our profession, which would require an estimated 15-20 hours. Dr. Kuchler asked if the cost of this can be shared with other boards that would benefit from the research. Mr. Schaibley will inquire whether this research could be done for all the boards he represents, in which case our board would not be charged for it.

Applications, Complaints/investigations, Inquiries and Psychology Resident Notifications were tabled.

Dr. Kolstoe moved that Dr. Sullivan has satisfactorily met the terms of her Settlement Agreement with the board. Dr. Kuchler suggested a friendly amendment, that she is no longer on probation with the board at this time, which Dr. Kolstoe accepted. Roll call vote: Dr. Kolstoe—yes; Dr. Kuchler—yes; Dr. Adams Larsen—yes. Motion passed.

Dr. Adams Larsen noted that the Federation of Associations of Regulatory Boards (FARB) 2014 Regulatory Law Seminar in Annapolis, MD October 2-5 has a number of topics very relevant to our board.
at this time. Mr. Schaibley indicated that his schedule would allow him to attend. Dr. Kuchler moved that the board fund Dave Schaibley to attend this seminar on behalf of the board. Motion passed.

**CE programs pending approval:** Dr. Adams Larsen moved to approve the CE programs pending approval (Advancements in Treatment of Mental Health in Children and Adolescents; Domestic Minor Sex Trafficking and Complex Trauma; and the Northern Lights Psychology Conference). Motion passed.

Dr. Adams Larsen will schedule a special meeting before the next regularly scheduled meeting to address some of the tabled items today. She adjourned the meeting at 1:09 pm.

Respectfully submitted by,
Christine J. Kuchler, PhD

Next Board Meetings (noon CT to 1:15pm): Oct 20, Nov 17, Dec 15, Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15, Jul 20, Board Retreat Aug 16-17, Sept 21
Oral Exams: October 13, 2014; January 12, 2015; April 13, 2015; July 13, 2015; October 12, 2015
ND State Board of Psychologist Examiners
TELECONFERENCE – Special Meeting
September 29, 2014 @ 11:45am-12:45pm CST
Originating from: 2100 S. Columbia Rd. Suite 202 – Grand Forks

Minutes

1. Called to Order at 11:54 am by Dr. Adams Larsen. Notes were taken by Dr. Juntunen
   a. This is a special meeting that was called to review new applications in order to make
decisions for Oral Exam and finish up tabled topics from last meeting. Because it is a
Special Meeting, all discussion is limited only to items already submitted for the Agenda.

2. In attendance: Dr. Adams Larsen, Dr. Juntunen, Dr. Kolstoe, Dr. Kuchler, Mr. Schaibley

3. Unfinished Business
   a. Applications
      i. LABA – Holly Johnson –
         1. Dr. Adams Larsen moved that we approve this application once letter of
endorsement is received from Dr. Brower-Breitwieser. Roll call vote: Dr. Adams Larsen, yes; Dr. Juntunen, yes; Dr. Kolstoe, recused; Dr.
Kuchler, yes. Application is approved, pending completion of letter from Dr. Brower-Breitwieser.
      ii. Dr. Angelique Gillis –
          1. Application will be considered when requested information is received
from Dr. Gillis.
      iii. “on hold” application with outdated information – Dr. Ochsendorf.
          1. This application has documents outstanding. Discussion of whether
lapsed time since this application was submitted requires a formal
extension or closure of this application. The application was not
completed using the ASPPB PLUS system. A letter will be sent to Dr.
Ochsendorf, letting her know that she will need to submit through the
PLUS system if the current application is not completed by October 31,
2014. After that date, she will need to re-enter data through the PLUS
system and pay the associated fee.
   b. Complaints/Investigations
      i. Flemmer – case transferred to BCI (Adams Larsen).
          1. No additional information has been made available yet. Dr. Adams
Larsen will follow up with Sheriff.
1. Dr. Kuchler has drafted a letter based on discussion of August 17-18, 2014. It will be sent to Board Office for final review by Dr. Adams Larsen. It will be sent to Dr. Boseck pending final approval.

c. Inquiries
   i. Telepsychology – (MAL working to finalize FAQ draft)
      1. Dr. Adams Larsen will complete the draft based on discussion in August, 2014 retreat.

d. Psychology Resident Notifications
   i. There are 7 to review in the folder – discussion of new process relevant to these forms.

4. Other Items
   a. Potential Board Candidates. Two names have been proposed – Dr. Angie LaRoque and Dr. Paulette Aasen. Their names will be forwarded to the Governor for consideration.
   b. BACB ethics update: Two documents have been merged into a single ethics document that will be in effect as of January 1, 2015. Dr. Kolstoe will forward that document to the Board Office, so that Board members can review.

5. Meeting was adjourned at 12:46 pm by Dr. Adams Larsen.

Next Board Meetings (noon CT to 1:15pm): Oct 20, Nov 17, Dec 15, Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15, Jul 20, Board Retreat Aug 16-17, Sept 21
ND State Board of Psychologist Examiners
October 13, 2014 @ 9 AM CDT
Originating from - UND, Dept. of Counseling Psychology
2100 Centennial Drive, Education 21B
Grand Forks, ND

ORAL EXAMS
Minutes

1. Call to Order at 9:04am by Dr. Cindy Juntunen Presiding, with Dr. Adams Larsen assisting and taking minutes, and Dr. Christine Kuchler and Dr. Paul Kolstoe on the call. Selection of Exam Items is noted by the candidates’ names below.

2. Oral Exams of Dr. Abraham Bilyeu (Exam site: Dr. Juntunen’s Office, G. Forks)
   THIS ITEM ON THE AGENDA IS AN ORAL EXAM. This item must be discussed in an executive session.
   The legal authority for closing this portion of the meeting is North Dakota Century Code section 44-04-18.8. The topic or purpose of this executive session is administration of Oral Examinations. At this time, we will convene in executive session. The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 9:30am. The minutes will show that the executive session began at 9:05am and was attended by: Dr. Juntunen, Dr. Adams Larsen, Dr. Kuchler, Dr. Kolstoe, and the candidate entered the room at 9:07am. The candidate left the room at 9:41am. The Board left executive session at 9:48am. Dr. Kolstoe moved to pass Dr. Bilyeu on the oral exam. Roll Call Vote: Dr. Kolstoe – pass, Dr. Kuchler – pass with instruction, Dr. Adams Larsen – fail, Dr. Juntunen – recused. Dr. Bilyeu will be offered feedback and will be scheduled for retake at the next Oral Exams.

3. Oral Exams of Dr. Gillian Freeborn (Exam site: Dr. Juntunen’s Office, G. Forks)
   THIS ITEM ON THE AGENDA IS AN ORAL EXAM. This item must be discussed in an executive session.
   The legal authority for closing this portion of the meeting is North Dakota Century Code section 44-04-18.8. The topic or purpose of this executive session is administration of Oral Examinations. At this time, we will convene in executive session. The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session. We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately 10:30am. The minutes will show that the executive session began at 9:52am and was attended by: Dr. Juntunen, Dr. Adams Larsen, Dr. Kuchler, Dr. Kolstoe, and the candidate entered the room at 9:52am. The candidate left the room at 10:13am. The Board left executive session at 10:27am. Dr. Kolstoe
moved to pass Dr. Freeborn on the oral exam. Roll Call Vote: Dr. Kuchler – pass, Dr. Adams Larsen – pass, Dr. Juntunen – fail. Dr. Kolstoe – pass. Dr. Freeborn’s paperwork will be reviewed for final completion of all requirements toward licensure.

Dr. Kolstoe left the meeting at 10:30am.

4. Oral Exams of Ms. Holly Johnson (Exam site: Dr. Juntunen’s Office, G. Forks)
   THIS ITEM ON THE AGENDA IS AN ORAL EXAM. 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 11:00am. The minutes will show that the executive session began at 10:30am and was attended by: Dr. Juntunen, Dr. Adams Larsen, Dr. Kuchler, and the candidate entered the room at 10:30am. The candidate left the room at 10:57am. The Board left executive session at 11:04am. Dr. Adams Larsen moved to pass Ms. Holly Johnson on the oral exam. Roll Call Vote: Dr. Adams Larsen – fail, Dr. Juntunen – pass, Dr. Kuchler – pass, with instruction. Ms. Johnson will be offered feedback and will be scheduled for retake at the next Oral Exams.

5. Discussion of Oral Exam process – the remaining board members discussed adding a discussion of Oral Examinations to the next agenda for review of the process and grading.

6. Adjourned at 11:10 when the quorum was dropped from the call.

Respectfully submitted by Dr. Margo Adams Larsen

Next Board Meetings (noon CT to 1:15pm): Oct 20, Nov 17, Dec 15, Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15, Jul 20, Board Retreat Aug 16-17, Sept 21
Oral Exams: Jan 12, Apr 13, Jul 13, Oct 12
ND State Board of Psychologist Examiners
Teleconference Meeting - October 20, 2014
Originating from:
2100 S. Columbia Road, Suite 202, Grand Forks

MINUTES

1. Call to order
The meeting was called to order at 12:05 pm by Dr. Adams Larsen. PRESENT: Dr.
Margo Adams Larsen (President), Dr. Christine Kuchler (Member), Dr. Paul Kolstoe
(Member), and Dave Schaibley (Board Attorney). Dr. Kuchler agreed to take the minutes.

2. Approval of Minutes
Dr. Kuchler moved to approve the Minutes of 9/15/14, 9/29/14, and 10/13/14 with
revisions as discussed. Motion passed.

3. Ongoing Items
   a. Dr. Kuchler summarized the correspondence with Dr. Boseck to date. The board agreed that
the information Dr. Boseck proposes in his last letter to share with the board would be helpful
and appropriate. Dr. Kuchler agreed to draft the board response to Dr. Boseck and will send it to
Brenda for mail out from the board office.

   b. The status of the applications of Dr. Gillis and Dr. Ochsendorf was reviewed. Further
information from Dr. Gillis is pending. No response has been received from Dr. Ochsendorf; if
none is received by October 24, the board officer will mail out a letter to her via USPS.

4. New Business
(Dr. Adams Larsen requested to take the following New Business items out of order.)

Continuing Education approval requests: Dr. Kolstoe moved to approve the CE programs and their units
as identified in our agenda. Motion passed. These include:
   i. The Psychology of Service in the Military & National Guard (submitted by Dr. Fehr) Various
dates - 18 hours
   ii. Perinatal Wellness: Risk Assessment and Treatment Options (submitted by Dr. Junutnen)
Oct. 26, 2014 - 6.5 hours
   iii. MNABA Annual Conf. 2013 (submitted by Dr. Brower-Breitwieser) held Sept. 26-27, 2013 - 5
hours
   iv. MNABA Annual Conf. 2014 (submitted by Dr. Brower-Breitwieser) held Sept. 25-26, 2014 - 6
hours
   v. Assessment & Treatment of Bipolar Disorder in Children & Adolescents (submitted by Dr.
Willert) held Sept. 12, 2014 - 6.5 hours
   vi. A Different Sense of Reality - Helping Professionals Understand the Autistic Brain (submitted
by Dr. Smith) held on Dec. 4, 2012 - 5 hours
   vii. Human Trafficking (submitted by Dr. Smith) held on Sept. 12, 2013 - 1 hour
viii. Military Sexual Trauma: What Civilian Providers Need to Know (submitted by Dr. Kuna) held on May 21, 2014 - 1 hour
ix. Anxious About DSM-5? the Latest Nosology of Anxiety Disorders (submitted by Dr. Kuna) held on Sept. 18, 2013 - 1 hour
x. Living with My Medication - A Photovoice Study (submitted by Dr. Kuna) held on Feb. 20, 2013 - 1 hour
xi. Use of Folic Acid for Treatment of Depression 2013 (submitted by Dr. Kuna) held on Mar. 20, 2013 - 1 hour
xii. DSM-5 - Review of Changes of DSM-IV (submitted by Dr. Kuna) held July 17, 2013 - 1 hour
xiii. Psychiatric Diagnosis: DSM vs. RDoC; Which Way are We Heading? (submitted by Dr. Kuna) held Oct. 16, 2013 - 1 hour
xiv. Geriatric Psychiatry: An Overview and Update (submitted by Dr. Kuna) held Dec. 18, 2013 - 1 hour
xv. Coping with Conflict; Anxiety Response and Relief through Models and Metaphor (submitted by Dr. Kuna) held June 18, 2014 - 1 hour
xvi. Peer Support and Serious Mental Illness (SMI): Efficacy in Action (submitted by Dr. Kuna) held Apr. 16, 2014 - 1 hour
xvii. Clozapine: Current Status (submitted by Dr. Kuna) held Aug. 20, 2014 - 1 hour
xviii. Compulsive Buying Disorder (submitted by Dr. Kuna) held May 15, 2013 - 1 hour
xix. ND Behavioral Health Conference (submitted by Kari Bitz) held on Sept. 2-4, 2014
xx. Functional Neuroimaging in Eating Disorders (submitted by Dr. Kuna) held July 16, 2014 - 1 hour
xxi. Trauma Impacts the Brain: Heeling Happens in Relationships (submitted by Dr. Lisa Peterson-Gustafson) held Oct. 3, 2014 – 6.5 hrs.
xxii. Juvenile Sex Offender Registration & Notification: Emerging Research and Implications for Policy Reform and Practice (submitted by Dr. Kelly Smith) held on June 10, 2014 – 1 hour
xxiii. Autism Spectrum Disorders in 2014: The DSM 5 and More (submitted by Dr. Kelly Smith) held April 22, 2014 – 1.5 hours
xxiv. Autism Spectrum Disorders: Diagnosis and Evaluation (submitted by Dr. Kelly Smith) held on Aug. 8, 2013 – 1.5 hours
xxv. Autism Spectrum Disorders Part 2 (submitted by Dr. Kelly Smith) held on Aug. 22, 2013 – 1.5 hours
xxvi. Autism Spectrum Disorders Part 3: Etiology, Assessment, & Treatment (submitted by Dr. Kelly Smith) held on Sept. 12, 2013 – 1.5 hours
xxvii. Evidence Based Practice and Digital Information Resources (submitted by Dr. Kelly Smith) held on March 13, 2014 – 1.5 hours
xxviii. Genito-Pelvic Pain Disorder (submitted by Dr. Kelly Smith) held on Feb. 13, 2014 – 1.5 hours
xxix. Cognitive Based Theory for Hoarding Disorder (submitted by Dr. Kelly Smith) held on Dec. 12, 2013 – 1.5 hours
xxx. Involuntary Mental Health Treatment and Emergency Holds (submitted by Dr. Kelly Smith) held on Nov. 26, 2013 – 1 hour
xxx. Lesbian, gay, Bisexual, & Transgender Affirmative Clinical Training (submitted by Dr. Kelly Smith) held on Sept. 27, 2013 – 3 hours
xxxii. Narratives in Clinical Practice (submitted by Dr. Kelly Smith) held on July 25, 2013 – 1.5 hours
xxxiii. Autism, Asperger’s and Aspirations (submitted by Dr. Kelly Smith) held on July 23, 2013 – 1 hour
xxxiv. Assessment & Treatment of Juveniles Who Have Sexually Offended and Adult Male Offenders (submitted by Dr. Kelly Smith) held on July 11, 2013 – 1.5 hours
xxxv. Panic Disorder: Diagnosis and Evidence-based Treatment (submitted by Dr. Kelly Smith) held on June 27, 2013 – 1.5 hours
xxxvi. Seasonal Affective Disorder (SAD) – Fall Onset (submitted by Dr. Kelly Smith) held on Jan. 10, 2013 – 1.5 hours
xxxvii. Ethical Considerations of Dr. Zur’s New Year’s Professional Resolutions (submitted by Dr. Kelly Smith) held on Feb. 14, 2013 – 1.5 hours
xxxviii. Back to the Future: Returning to our Roots to Understand Our Future (submitted by Dr. Kelly Smith) held on May 8, 2014 – 1.5 hours

The applications of Dr. Griffith were reviewed. Dr. Griffith submitted applications for both limited practice and licensure by reciprocity. The unusual nature of this dual application was noted but not deemed to be disallowed by state law or rule. Dr. Adams Larsen moved to approve Dr. Griffith for a limited practice license. Roll call vote: Dr. Adams Larsen: Yes; Dr. Kuchler: Yes; Dr. Kolstoe: Yes. In regard to the application for licensure, the board determined that reciprocity does not apply in this case, but Dr. Griffith qualifies to sit for the oral examination anyway based upon review of her actual credentials. Dr. Kuchler moved to approve Dr. Griffith to sit for the oral examination. Roll call vote: Dr. Kuchler: Yes; Dr. Kolstoe: Yes; Dr. Adams Larsen: Yes. Motion passed. The board office will notify Dr. Griffith of both results, emphasizing that the limited practice certificate letter is ONLY for 30 calendar days.

Regarding inquiry and response received from Dr. Troy Ertelt: Dr. Kolstoe clarified that he did not communicate specific opinions to Dr. Ertelt when consulted, other than encouragement for him to be “transparent” in communicating with the board. The board discussed Dr. Ertelt’s letter and it was decided that there are sufficient concerns about the situation described to warrant further board investigation. Dr. Adams Larsen moved to initiate a board complaint and investigation of concerns regarding impaired objectivity based upon the information received. Roll call vote: Dr. Kolstoe: Yes; Dr. Adams Larsen: Yes; Dr. Kuchler: Yes. Motion passed. Dr. Kuchler agreed to work with Mr. Schaibley in drafting the letter to Dr. Ertelt.

(Dr. Adams Larsen returned to Ongoing Items of the agenda.)

Regarding the Shulte report/ Oct 1 testimony: Dr. Adams Larsen agreed to contact the Stakeholders group, and request that the board be placed on the mailing list to be notified of any future meetings.

Legislative Preparation: Dr. Adams Larsen is working on a draft of proposed legislation to be presented for board discussion in the future.

Board Marketing Materials, Bonding information, Telepsychology FAQ final review: Tabled.

CLEAR training: Dr. Kuchler completed the three-day CLEAR Basic Investigator course, passed the examination and provided the board with documentation of successful completion. She also came in approximately $600 under the budgeted amount of board reimbursement for this training. She reported that the training was very interesting and useful, and that she was impressed that our board’s procedures and legal guidance have been sound, although the planned delegation of the investigative role will be an improvement also consistent with the training.

FARB CRT Training: Dr. Adams Larsen has been communicating with other boards regarding the possibility of a joint training session. She will keep the board updated.
Inquiry received by Dr. Kuchler and Oral Exam processes (rubrics AND photo IDs) – Tabled.

Pending Applications (very old – pre-PLUS applications) – Because these were already approved for the EPPP, the Board Office will contact them to let them know that their 5 years status as psychology residents is running out, and they will not be able to practice supervised after their specific 5 year date, and they need to take the EPPP if they are continuing to work toward licensure in ND.

The meeting was adjourned at 1:12 pm.

Respectfully submitted by,
Christine J. Kuchler, PhD

Next Board Meetings (noon CT to 1:15pm): Nov 17, Dec 15, Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15, Jul 20, Board Retreat Aug 16-17, Sept 21
Oral Exams: January 12, 2015; April 13, 2015; July 13, 2015; October 12, 2015
ND State Board of Psychologist Examiners
SPECIAL MEETING - Teleconference
November 21, 2014
Originating from: 2100 S. Columbia Road, Suite 202, Grand Forks

Minutes

1. Call to order – Dr. Adams Larsen called the meeting to order at 9:04am, with Dr. Paul Kolstoe, Dr. Christine Kuchler, Dr. Cindy Juntenen, and Mr. David Schaibley on the call.

2. Dr. Ertelt Matter
   a. Mr. Schaibley outlined due process information for the Board. He indicates that the board "shall notify and request information" from a licensee, and that complainants identities may not be kept confidential from the licensee, but may be kept confidential during other aspects of the investigative process such as when interviewing or requesting information from others involved in the case.
   b. At this time, we have the board initiated complaint still in the draft process, along with two other complaints which indicate there may be an extensive investigative process involved with this matter.
   c. The board discussed how to address the alleged concerns raised in this complaint with suspicion of exploitation of at least one identifiable minor given the board's role for public protection and safety, as well as individual members' requirements of mandated reporting of suspected or known harm to a minor.
   d. Discussion of public safety and protection as well as licensee due process for responding to a complaint ensued.
   e. Outcome actions:
      i. With the support of the board, Dr. Juntenen drafted a 960 which she will file with Grand Forks County Social Services today, along with a copy of the complaint with specific concern of exploitation of an identified minor.
      ii. Investigator lead, Dr. Kuchler will continue to draft an overarching complaint from the board, requesting that Dr. Ertelt respond to the board complaint, as well as the additional two complaints that will also be sent to him. These will be forwarded and mailed to Dr. Ertelt today.
      iii. The Board identified a response deadline from Dr. Ertelt of December 5, 2014 to permit adequate time for him to respond completely balancing the potential public protection concerns that are raised.

3. Adjournment – Dr. Adams Larsen adjourned the meeting at 10:15am.

Respectfully submitted,
Margo Adams Larsen, Ph.D.

Next Board Meetings (noon CT to 1:15pm): Dec 15, Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15, Jul 20, Board Retreat Aug 16-17, Sept 21
Oral Exams: Jan 12, Apr 13, Jul 13, Oct 12
ND State Board of Psychologist Examiners
Teleconference Meeting - November 24, 2014 - 12:00 noon – 1:15 pm
Originating from: 2100 S. Columbia Road, Suite 202, Grand Forks

MINUTES

1. Call to order: Dr. Adams Larsen called the meeting to order at 12:04 pm

2. Approval of Minutes
   a. October 20, 2014: Dr. Kolstoe moved to approve; Approved with Dr. Juntunen abstaining

3. Ongoing Items
   a. Applications
      i. Dr. Gillis – information requested is in dropbox
         1. Action: Board will request a copy of CD evaluation completed as part of conditions of court disposition, and information about follow-up to recommendations emerge from that evaluation.
         2. Dr. Kuchler moved to approve Dr. Gillis’ application to take the EPPP, contingent on no concerns emerging in final review by a designated Board member. Dr. Kuchler has agreed to conduct that final review.
         Roll Call vote: Dr. Kuchler, yes; Dr. Kolstoe, yes; Dr. Adams Larsen, yes; Dr. Juntunen, yes. Dr. Gillis is approved to take the EPPP pending final review of materials by Dr. Kuchler.
      ii. Dr. Ochsendorf – No response
         1. Action: Board office will contact Dr. Ochsendorf and notify her that if she plans to complete the application, she will need to submit it through the PLUS system.
      iii. Pending Applications (very old – pre-PLUS applications)
         1. Dr. Gordon – approved to sit for EPPP in August 2010
         2. Dr. Bailey – approved to sit for EPPP in March 2011
            a. ACTION: The Board will send a letter to the candidates inquiring about their intention to continue pursuing licensure. If they do not reply by the date specified in that later, their applications will be closed.
   b. Complaints
      i. Dr. Ertelt
   c. Legislative issues – Stakeholders/Schulte Report
      i. Dr. Adams Larsen reported briefly on working group meetings, including recommendations that would impact the licensing board, including one proposal that involves Board working with a new health committee. Dr. Adams Larsen will forward the working documents and Board members are encouraged to review these documents.
   d. Board Marketing Materials - TABLED
   e. Bonding Info (Please see dropbox – Mr. Schaibley’s info and Brenda’s Info from Jeff Bitz) - TABLED
f. Inquiry received by Dr. Kuchler - TABLED

g. Telepsychology FAQ, Final Review – Dr. Adams Larsen - TABLED

h. CLEAR – update on training Dr. Kuchler - TABLED

i. FARBR CRT Training Update – save August 28, 2015 as training date

4. New Business Items

a. Inquiry about “therapist” services
   i. Dr. Adams Larsen verified that the person noted in this inquiry is licensed by the
      North Dakota Board of Counseling Examiners.

   i. ACTION: This application will be returned to PLUS, as endorsers are not
      psychologists.

c. Complaints – Confidential Complaint Discussion
   i. Addressed in meeting of 11/21/14

d. Continuing Education Items
   1. CE Report Extension Request – Dr. Etherington
      a. Discussion of Dr. Etherington’s request. No reason or rationale for the
         request to grant extension was included in the letter of inquiry. Per Rule
         ND-AC-66-03-01-06(1), the Board office will contact Dr. Etherington.

   2. CE Report Extension Request – Dr. Fehr
      a. Dr. Fehr will be notified that he is able to submit the hours for each
         presentation he has made in his workshop series. The Board office will
         request a list of all presentations he made during the workshop.

   3. CEU Approval Requests
      a. Dr. Kolstoe moved to approve the 4 requests below: Motion passed.
         i. Cognitive-Behavioral Interventions for Sexual Offenders (submitted by Dr.
            Peterson-Gustafson) held on Sept. 18-20, 2013 – 19.5 hours
         ii. Cognitive-Behavioral Interventions for Sexual Offenders (submitted by Dr.
             Peterson-Gustafson) held on February 18-20, 2014 – 19.5 hours
         iii. Suicide Prevention and Older Adults (submitted by Dr. Dauphinais) held on Sept.
              29, 2014 – 1.5 hours
         iv. ND State Autism Spectrum Disorders Conference (submitted by Dr. Hay) held on
             Oct. 20-22, 2014 – 18.75 hours

5. Other Business Arising

   a. For consideration of upcoming changes to the Administrative Code, add consequences
      (including fines) of failure to complete CEU on time.

6. Adjournment: Dr. Adams Larsen adjourned the meeting at 1:16 pm.

Submitted by Dr. Cindy Juntunen

Next Board Meetings (noon CT to 1:15pm): Dec 15, Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15,
Jul 20, Board Retreat Aug 16-17, Sept 21

Oral Exams: Jan 12, Apr 13, Jul 13, Oct 12
ND State Board of Psychologist Examiners  
Teleconference Agenda  
December 15, 2014 @ 12noon-1:15pm CST  
Originating from: 2100 S. Columbia Rd. Suite 202 – Grand Forks

MINUTES

1. Attending: Dr. Adams Larsen, Dr. Juntunen, Dr. Kolstoe, Dr. Kuchler, Mr. Schaibley
2. Called to Order by Dr. Adams Larsen at 12:05 pm.
3. Dr. Juntunen agreed to take the minutes for this meeting.
4. Approval of Minutes
   a. November 21, 2014. Dr. Kuchler identified three typographical errors, which were changed.
   b. November 24, 2014 Dr. Kuchler noted that Dr. Juntunen should be identified as having taken the minutes, and this was added. Also, item D3 under new business, Item 2: Dr. Kuchler clarified items to be deleted as they were not discussed in the meeting.
      Action: Dr. Kuchler moved to approve the minutes for both 11/21/14 and 11/24/14.
      Motion passed.

5. Pending Items
   i. Dr. Ertelt Complaints. Dr. Kuchler updated the Board on the investigation of these complaints. Dr. Ertelt has provided a response to each complaint. Dr. Kuchler identified additional questions emerging from Dr. Ertelt’s response, as well as other parties that may need to be interviewed as part of the investigation. Mr. Schaibley identified that it may be appropriate to combine these complaints into a single investigation. Board discussed the options of issuing a settlement now as well as continuing an investigation. The Board will set up a meeting early during the week of 12/22/14 to more fully discuss how to proceed in this issue.
   ii. Application for Oral Exam – Dr. Sharer-Mohatt. Required endorsements have not yet been received by the Board so no action can be taken.

6. New Business
   i. Licensure Renewals
      i. Flagged Renewal Applications (additions may be made up and included at the start of meeting)
         1. Dr. Baer
         2. Dr. Barrett
         3. Dr. Brustad
         4. Dr. Darveaux
         5. Dr. Deloy
         6. Dr. Eaton
         7. Dr. Gulkim
         8. Dr. Kuna
         9. Dr. Lisota
         10. Dr. Newberry
         11. Dr. Shawchuck
         12. Dr. Sullivan
13. Dr. Wise
14. C. Waters - LABA

ii. Flagged CE Report Reviews (additions may be made up and included at the start of meeting)
   1. Dr. Barrett
   2. Dr. Carlson
   3. Dr. Eaton (supv CEUs)
   4. Dr. Fehr
   5. Dr. Hay (supv CEUs)
   6. Dr. Rottman
   7. Dr. Ulven
   8. Dr. Wise
   9. Schober – LABA

Dr. Fehr sought approval in advance and Dr. Ulven has addressed the deficit in his CEUs, so their names have been removed from this list. Dr. Cain and Dr. McDonald have been added to the list above as of 12.15.14.
Action: The Board office will grant licenses to the above group (minus Fehr and Ulven, including Cain and McDonald) through February 15, 2015. Each licensee will receive a letter indicating what they need to complete in order to have their licensure renewed beyond that date. Licenses will be extended through the end of 2015 for those licensees who complete the required CEUs and pay the late fee.

ii. CE Audits – Random & SA & past extensions
   i. Random Audits
      1. Dr. Bergloff
      2. Dr. Council
      3. Dr. Frissell
      4. Dr. Garaas
      5. Dr. Hauge
      6. Dr. Jagow-France
      7. Dr. Laidlaw
      8. Dr. Michels
      9. Dr. O’Laughlin
      10. Dr. Rodlund
      11. Dr. Schwartz.

Action: The Board office will send a letter indicating that hours must be completed within the reporting period, and that the November 3 credits cannot count toward the next cycle.

Action: Dr. Adams Larsen moved that all of the random audited individuals (ii. i, 1 – 11) be approved for licensure renewal. Motion passed.

ii. Past Extensions
   1. Dr. Etherington
   2. Dr. Klepac (Not Renewing)
   3. Dr. Sternhagen
   4. Dr. Timm (Not Renewing)

Action: Dr. Adams Larsen moved that Drs. Etherington and Sternhagen be approved for licensure renewal. Motion passed.
iii. SA's
   1. Dr. Geiselhart
      Action: Dr. Kolstoe moved that Dr. Geiselhart be approved for licensure renewal. Motion passed.

iii. Complaints
i. Dr. Ghering
   Action: Dr. Kuchler moved to dismiss the complaint against Dr. Ghering. Dr. Kuchler also moved that the Board office send an educational letter to Dr. Ghering informing her of the appropriate method of responding to written authorizations (the request from January 2014) and the responsibility of the psychologist to ensure that such requests are handled correctly. Roll call vote: Dr. Kuchler, yes; Dr. Kolstoe, yes; Dr. Adams Larsen, yes; Dr. Juntunen, yes.

Meeting adjourned at 1:25 pm.

Submitted by Dr. Juntunen.

Next Board Meetings (noon CT to 1:15pm): Jan 19, Feb 16, Mar 16, Apr 20, May 18, Jun 15, Jul 20, Board Retreat Aug 16-17, Sept 21
Oral Exams: Apr 13, Jul 13, Oct 12
ND State Board of Psychologist Examiners  
Special Meeting - Teleconference  
December 22, 2014 @ 10 am CT  
Originating from:  
UND Dept. of Counseling Psychology & Community Services  
231 Centennial Drive, Education 31B, Grand Forks, ND  

MINUTES - Special Meeting

1. Dr Adams Larsen Called the meeting to Order at 10:06 am
2. Attending: Drs. Adams Larsen, Juntunen, Kolstoe, Kuchler and Mr. Schaibley

3. Pending Items
   a. Dr. Ertelt Complaints
      Dr. Kuchler moves to find that a reasonable foundation exists that Dr. Ertelt has violated N.D.C.C. § 43-32-27(g), N.D.A.C. § 66-02-01-07, and Code of Conduct ethical standards 2.05, 2.06, 3.03, 3.04, 3.05, 3.06, 3.08, and 3.09.

      Discussion followed. Dr. Kuchler reviewed key aspects of timeline, provided by complainant and Dr. Ertelt's own report, which supported that close social and professional relationships co-occurred for a period of approximately 9 months.

      Roll call vote: Kuchler, yes; Adams Larsen, yes; Juntunen, yes; Kolstoe, yes. Motion passed.

      The Board initiated discussion of potential terms of the settlement agreement.

      Dr. Adams Larsen moved that the Board attorney draft and issue a settlement based on our discussion, including the points identified in 1, 2, and 3 below.

1. License be suspended for six months. Conditions for reinstatement of license: Fitness to practice evaluation; passing all components of the EBAS exam; completing professional development supervision with a supervisor appointed by the Board for a period of 2 hours each week for the period of suspension, accompanied by monthly progress reports from both Dr. Ertelt and the appointed supervisor; execution by Dr. Ertelt of all releases of information necessary for the Board to attain information about Dr. Ertelt's status as a foster parent, practicing psychologist, and agent of the government; payment of a civil penalty of $1,000 to the Board.

2. License will be reinstated if the above conditions are met, and will be probationary for a period of 3 years. Conditions of probation include: a) Dr. Ertelt will not provide psychological services to any minors, vulnerable adults, or supervisees for one year following reinstatement; b) Dr. Ertelt will obtain supervision for all clinical work with adults for a minimum of one (1) hour per week, and one (1) additional hour each month of live observation of Dr. Ertelt's clinical work for one year following reinstatement; c) Dr. Ertelt and the supervisor will each
provide written quarterly reports to be reviewed by a member of the Board.

a. If the Board finds that satisfactory progress is made in the first year, during the second year Dr. Ertelt will be able to extend practice to work with minors and vulnerable adults, continuing to follow supervision requirements noted above including live observation of clinical work with minors and vulnerable adults; Dr. Ertelt will not provide supervision to any supervisee.

b. If the Board finds that satisfactory progress has been made during the second year, during the final year of probation Dr. Ertelt will be authorized to provide supervision to any supervisee. All other supervision conditions listed above will continue to be required, including supervision of Dr. Ertelt’s supervision of others.

3. Will comply with all laws and regulations pertaining to practice of psychology, including completion of CE requirements.

Roll call vote: Adams Larsen, yes; Juntunen, yes; Kolstoe, yes; Kuchler, yes. Motion passed.

b. Licensure Renewals

ii. Flagged Renewal Applications (additions may be made up and included at the start of meeting)
   1. Dr. Darveaux
   2. Dr. Lisota
   3. Dr. Shawchuck
      Dr. Kolstoe moved to approve Dr. Daveaux, Dr. Lisota, and Dr. Shawchuck for license renewal. Motion passed.

iii. Flagged CE Report Reviews (additions may be made up and included at the start of meeting)
   1. Dr. Barrett - Dr. Kolstoe moved to approve Dr. Barrett for licensure renewal. Motion passed.

   2. Dr. Cain - Dr. Kolstoe moved to approve Dr. Cain for licensure extension until June 1, 2015 with eligibility of renewal until 1/1/16 upon submission of at least 20 credits of completed category 1, 2, or 3 education units. Motion passed.

   3. Dr. Carlson - Dr. Kolstoe moved to approve Dr. Carlson for licensure renewal, and that the Board issue an educational letter regarding the need for approved CE's or submitting pre-approval requests and a full audit of CE's next year. Motion passed.

   4. Dr. Eaton (supv CEUs) - Dr. Kolstoe moved to approve Dr. Eaton for licensure extension until February 15, 2015 with eligibility for further renewal through 1/1/2016 upon submission of at least 3 credits of qualifying (approved) Supervisory education units. Motion passed.

   5. Dr. Hay (supv CEUs) - Dr. Kolstoe moved to approve Dr. Hay for licensure extension until February 15, 2015 with eligibility for further
renewal through 1/1/2016 upon submission of at least 3 credits of qualifying (approved) Supervisory education units. Motion passed.

6. Dr. McDonald - Dr. Kolstoe moved to approve Dr. McDonald for licensure extension until June 1, 2015 with eligibility of renewal until 1/1/16 upon submission of at least 15 credits of completed category 1, 2, or 3 education units, at least 3 credits of which must be in ethics. Motion passed.

7. Dr. Rottman - Dr. Kolstoe moved to approve Dr. Rottman for licensure renewal. Motion passed.

8. Dr. Wise - Dr. Kolstoe moved to approve Dr. Wise for licensure renewal, and that the Board issue an educational letter that teaching coursework as part of employment does not count as CE. Motion passed.

Reminder that oral exams will be held on January 12, 2015.

4. Meeting was adjourned at 12:21 pm.

Submitted by Dr. Juntunen.

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Oral Exams: Jan 12, Apr 13, Jul 13, Oct 12