1. At 9:00AM CT Dr. Adams Larsen, President, called the meeting to order. Board members in attendance were Dr. Paul Kolstoe, as planned.

2. Public Comments on NDAC — Title 66
   a. Dr. Adams Larsen announced that the sole purpose of this meeting is to take public comments on the proposed rules, that this is an official board meeting, this is not a discussion session and that Board members present are not permitted to answer questions, the Board members present will record all comments on the rules and provide them to the full Board for discussion at an Open Meeting that is to occur on January 18th, 2016 at 8:30am CT.
   b. Comments Heard from Dr. Jon Ulven, who introduced himself as a practicing psychologist in ND, and Department Chair at Sanford Health System in Fargo, and has had several experiences as administrator involved in the hiring of psychologists/providers needing to be licensed within both ND and MN.

<table>
<thead>
<tr>
<th>Comment</th>
<th>Related NDAC Title 66 Code</th>
<th>Board Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very pleased with the proposed changes.</td>
<td>General</td>
<td>TBD</td>
</tr>
<tr>
<td>Recognize there is a needed balance of citizen protection but also need for services within the state. Thus, and efficient licensing process is needed. There have been examples of complaints from providers hired but unable to work because licensing process takes months.</td>
<td>General</td>
<td>TBD</td>
</tr>
<tr>
<td>Suggest that the language be clear as to how the Board determines who takes the ND PRE, and more specific information about what the ND PRE is. If this is an alternative to the oral exam, it is viewed favorably. If it is an either or, the specifics about who takes and criteria for determining this would be important.</td>
<td>66-02-01-03</td>
<td>TBD</td>
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<tr>
<td>This same section reads as though the Board is unclear as to the vision for the process of licensure, the Board could call the oral and written exam both PRE, and then specify or clarify who is eligible for which version.</td>
<td>66-02-01-03</td>
<td>TBD</td>
</tr>
<tr>
<td>The Board needs to clarify how often the written exam is offered. Seem as though this process would still burden board members with proctoring, and it could be done in a testing facility.</td>
<td>66-02-01-03</td>
<td>TBD</td>
</tr>
<tr>
<td>The Board has meagerly supported processes, and realize in comparison to the very smooth MN psychology licensure process there is less efficiency, but there is significantly more funding in MN for their board functions.</td>
<td>General</td>
<td>TBD</td>
</tr>
<tr>
<td>This is a game changer for Sanford, to have temporary practice while applicants licensed elsewhere work through the application process. This means they can get paid for services, which have been denied in the past because they were licensed elsewhere but not in ND. There needs to be clarification if there would be restrictions on the temporary practice during the application process.</td>
<td>66-02-01-03</td>
<td>Dr. Adams Larsen alerted Dr. Ulven to the specific wording in the proposed rules as PROVISIONAL. Since the wording is an issue this raised his next comment</td>
</tr>
<tr>
<td>The specific words used here are determination factors for payors and also employer credentialing bodies. The</td>
<td>66-02-01-03</td>
<td>TBD</td>
</tr>
<tr>
<td>Section</td>
<td>Date</td>
<td>Status</td>
</tr>
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<td>----------------------------------------------</td>
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<tr>
<td>credentialing department at Sanford has indicated that TEMPORARY license would be okay, but he will check on Provisional as the word used.</td>
<td>66-02-01-08</td>
<td>TBD</td>
</tr>
<tr>
<td>This section talks about fees and deadlines. It seems this year, with the board office move, and the change in law to Nov. 15th for fees and renewal applications, that there have been some challenges. Is November 15th enough time for the board to get done the renewals? Could it be earlier?</td>
<td>66-02-01-09</td>
<td>TBD</td>
</tr>
<tr>
<td>This section talks about the number of exams, and needs to clarify the oral vs. PRE and clarify the frequency of administration.</td>
<td>66-02-01-09.1</td>
<td>TBD</td>
</tr>
<tr>
<td>This section discusses the written exam and could be separated into two paragraphs. One about the EPPP and one about the oral/NDPRE, and what reason would a person need to take both (currently reads and/or). It would be great to have specifics about what guides “board discretion&quot;.</td>
<td>General</td>
<td>TBD</td>
</tr>
<tr>
<td>For the Oral and written exams, the frequency seems to have been determined by when there are enough people to convene the Board together to have the Oral exam, and this isn’t always in a timely fashion for some applicants. For the Oral exam new rules, why does it have to be 2 board members? Why does the written exam need to be 2 board members? If the exam were written in a testing center the Board would not need to be proctors. It seems there is a history in this state of ‘laying eyes’ on applications for licensure, and is there any scientifically based evidence that suggests this protects the public any better? What is the best way to protect the public, as the requirement of 2 board members present still burdens the board.</td>
<td>General</td>
<td>TBD</td>
</tr>
<tr>
<td>Comment about psychology resident and I/O psychology resident, but I just clarified it for myself.</td>
<td>66-02-01-13</td>
<td>None required.</td>
</tr>
<tr>
<td>In general, there are significant and positive changes throughout these rules, and the Board time is greatly appreciated. These updates do help providers coming into the state and the efficiency of the process.</td>
<td>General</td>
<td>TBD</td>
</tr>
<tr>
<td>The writing of these rules seems to come from a culture of a group framework where meager resources limit the process. For example, the burden is clearly on applicants to complete the requirements, and there is limited information about the expectations for the Board’s turnaround time or process. Perhaps these expectations should be identified, and even if the Board can’t execute them that could bring about change. It would be good to clarify the Board’s responsiveness to applicants.</td>
<td>General</td>
<td>TBD</td>
</tr>
</tbody>
</table>

Written comments will be accepted at the Board Office up until 12:01am January 16, 2016.

3. At 9:40AM CT Dr. Adams Larsen moved to adjourn the meeting.

Respectfully Submitted,
Margo Adams Larsen, Ph.D.
Licensed Psychologist ND #343
ND State Board of Psychologist Examiners
Complaints Committee
1/8/16 3:00 PM

721 Memorial Hwy, Suite 6, Bismarck, ND 58504

MINUTES

Present: Christine J. Kuchler, PhD (Chair); Paulette V. Aasen, PhD

1. Call to Order - Dr. Kuchler called the meeting to order at 3:30 PM.
2. Approval of Minutes – Dr. Aasen moved to approve the Minutes of 12/14/15; motion passed.

3. Complaints and Inquiries
   a. Status - Inquiry re: Barbara Oates – Dr. Oates has not responded to the letter from the board office. The committee recommends that she be sent a registered letter from the board office requiring signature receipt.
   b. Response received to letters sent to Ariana Best, Deborah Schon, Guy McCommon, and Jackie Leim – The board attorney and office received a response from Lutheran Social Services on 12/24/15 indicating that a correction had been printed in the Bismarck Tribune on September 22, 2015, indicating that the four had been hired by LSS as licensed independent clinical social workers. The “incorrect positions” [as psychologists] had been published based on an erroneous news release [from the Communications Department of LSS of ND]. The committee recommends that the board consider this matter resolved.
   c. Status - Dr. Bennett – As of this date, no response has been received from Dr. Bennett. The board attorney is pursuing the matter of prosecution for practice without a license with the appropriate States Attorney. Regarding the lack of response to the board’s letter, the committee recommends no action by the board at this time other than continued nonrenewal of his license. If he pursues renewal, his lack of responsiveness will be noted for consideration.
   d. Dr. Eaton - Complaint and Response – The complaint of Leona Frueh and response of Dr. Eaton were reviewed in their entirety. Elements of the complaint were identified as being issues of 1) informed consent (3.10, 10.01), regarding therapeutic process and confidentiality policies, and 2) disclosure (4.05) with appropriate consent, for a valid purpose. It was decided that to investigate the alleged violations, review of Dr. Eaton’s records is necessary. The committee recommends that the board office request a written authorization from the complainant for release of Dr. Eaton’s progress notes and any signed Informed Consent documents related to Ms. Frueh.
   e. Dr. Benson – The matter appears to center on whether or not Dr. Benson is in violation of law in another jurisdiction (MN). The Committee recommends that the board await outcome of the MN board investigation before determining next step. If the MN board finds no violation, then we have no basis to believe there has been one in their jurisdiction.
   f. Dr. Volk/Dr. Keller – Dr. Keller needs to be advised that to practice psychology as a Psychology Resident in ND, she is required not only to file notice of her supervision arrangements but that she must also apply for licensure in ND within six months of filing this
notice of supervision. She should also be advised that any supervised experience prior to proper notice of supervision will not be counted as supervised experience for purposes of licensure in ND. The Committee will draft a letter for board attorney review, to be sent from the board office.

Regarding Dr. Volk, the Committee believes that there are key legal questions that need to be answered by the board attorney: 1) Is there a statute that requires a supervisor to ensure that the supervisee (Psychology Resident) has complied with requirements of the law (e.g., in registering supervision with the board, and applying for licensure in ND in a timely manner)? What is his responsibility to ensure that the Resident is even eligible for licensure in ND?

4. Adjourn – Dr. Kuchler adjourned the meeting at 4:26 PM.

Submitted by,
Christine J. Kuchler, Ph.D.
Chair
1. Call to Order 12:06 called to order.
   a. Meeting called to order at 12:06 PM by President Dr. Margo Adams Larsen.
   b. Attendance-Dr. Adams Larsen-President through 2016, Dr. Kolstoee-Secretary through 2016, Dr. Kuchler, Dr. LaRocque, David Schaibley-Board Attorney, Ms. Hensler-NDSBPE Board Office Staff Representative
   c. Dr. Aasen arrived at 12:13 PM.
   d. Excused-Dr. Cindy Juntunen, Ms. Taylor Olson
2. Approval of Minutes
   a. December 21, 2015- Board Meeting- Dr. Kuchler moved to approve. No further discussion. Voice vote approved, none opposed, none abstained.
   b. January 5, 2015- Board Meeting-Special- Dr. Adams Larsen moved to approve. No further discussion. Voice vote approved: none opposed, Dr. Kuchler abstained.
3. Background on Board Member Responsibilities- Mr. Schaibley suggested tabling this item for the next meeting when the newest Board Members can be present. None opposed. Tabled.
4. Application Committee Recommendations- Dr. Juntunen communicated no issues with proposed applications.
   a. To Sit for Oral Exam
      i. Dr. Megan Spencer-Dr. Kuchler moved to approve. No further discussion. Roll call vote: Dr. Kuchler-yes, Dr. LaRocque-yes, Dr. Kolstoee-yes, Dr. Aasen-recuse, Dr. Adams Larsen-yes. APPROVED.
      ii. Dr. Daniel Landauer-Dr. Kuchler moved to approve. No further discussion. Roll call vote: Dr. LaRocque-yes, Dr. Kolstoee-yes, Dr. Aasen-recuse, Dr. Adams Larsen-yes, Dr. Kuchler-yes. APPROVED.
   Regarding Oral Exams in January- Will have two separate sets. Need time at the beginning of the meeting as a group to discuss rule changes. Board Office will contact board members regarding settings and candidates.
5. CE Committee Consent Agenda Items- Dr. LaRocque moved to approve CE items A-S. No further discussion. Voice vote approved: none opposed, none abstained. APPROVED. Board discussed requirements for submitting readings for approval. These specific readings do not follow the standard approach. Dr. Adams Larsen moved to approve T, U, V, and W. Voice vote approved: none in favor, all opposed, none abstained. NOT APPROVED.
   a. Adult Guardianship and Elder Justice Symposium (submitted by Kathy Blohm) for 9 hrs.
   b. Chronic Care Professional Program (submitted by Naomi Peyerl) for 40 hrs.
   c. WHODAS 2.0 Training (submitted by Becky Kendall-Simmons) for 1 hr.
   d. Behavioral Health/Psychiatry Dual Coding Feedback (submitted by Kara Anady) for 1 hr.
   e. The Impact of Puberty (submitted by Kara Anady) for 1 hr.
   f. Psychological Trauma, Eating Disorders, and Other Self-Damaging Behaviors: Formulation and Intervention (submitted by Dan Sturgill) for 5.5 hrs.
   g. Impact Therapy (submitted by Dan Sturgill) for 5.5
   h. Reading the Tell (submitted by Dan Sturgill) for 1 hr.
   i. Overview of DSM-S (submitted by Dan Sturgill) for 1.5 hrs.
   j. The Resilient Clinician: Strengthening the Inner Life of the Counselor (submitted by Dan Sturgill) for 2.5 hrs.
k. Dynamics of Batterers (submitted by Dan Sturgill) for 1 hr.
l. Discrimination Model of Supervision (submitted by Dan Sturgill) for 1 hr.
m. Mental Health Counselor Sharing Session (submitted by Dan Sturgill) for 1 hr.
n. Clinical Supervision (submitted by Dan Sturgill) for 1.5 hrs.
o. Efficacy of Alternative and Complimentary Medicine: Why We Should Care (submitted by Dan Sturgill) for 1.5 hrs.
p. The Emotional Life of Your Brain (submitted by Dan Sturgill) for 1.5 hrs.
q. Thyroid Disorders-Overview of Diagnosis, Treatment, and Neuropsychiatric Manifestations (submitted by Dan Sturgill) for 1.5 hrs.
r. The Gift of Therapy-Irv Yalom (submitted by Dan Sturgill) for 1.5 hrs.
s. The Gift of Therapy Part 2 (submitted by Dan Sturgill) for 1.5 hrs.

u. Reading—"The Etiology of Sexual Offending Behavior and Sex Offender Typology" (submitted by Becky Kendall-Simmons) for 1 hr.
w. Reading—"Treating Intellectually Disabled Sex Offenders: A Model Residential Program" (submitted by Becky Kendall-Simmons) for 4 hrs.

6. Complaints Committee Update
   a. Approved minutes from 12/14/15 in Committee Meeting
   b. Current Investigations
      i. Oates- Committee requesting a certified letter to Dr. Oates. Board Office will follow up.
      ii. Bismarck Tribune Issue-Dave sent letters to 4 individuals that incorrect information in the Bismarck Tribune called them psychologists. Mr. Schaibley sent letters to individuals. Mr. Schaibley and Board Office received letter back that a retraction was printed. Committee recommends matter is resolved.
      iii. Bennett- Mr. Schaibley sent a letter requesting a detailed response. No response received yet. Mr. Schaibley sent letter to State's attorney regarding prosecution for practicing without a license. The State's Attorney's Office requests an affidavit from Board. Dr. Kuchler moved to approve the proposed affidavit being sent to the State's Attorney's Office. Roll call vote: Dr. Kolstoe-yes, Dr. Aasen-yes, Dr. Adams Larsen-yes, Dr. Kuchler-yes, Dr. LaRocque-yes. APPROVED.
      iv. Cavett- Dr. Aasen will work on letter, send to Mr. Schaibley to review and then to the Board Office to be mailed. Investigation is still in progress.
   c. New Investigations
      i. Eaton- Committee recommends that Board Office requests release of information from Ms. Freuh so board can review all information. Dr. Kuchler will create suggested letter and send to Board Office to send to Ms. Freuh.
      ii. Dr. Benson- Committee recommends awaiting information from the Minnesota Board's investigation prior to taking any action. Mr. Schaibley and Dr. Kuchler will send letter to the Minnesota Board requesting information about investigation.
      iii. Volk and Keller- Committee will draft letter for Board Attorney review and then will send to Board Office to send to Dr. Keller. Mr. Schaibley will work with Dr. Kuchler regarding Dr. Volk. The Committee will then send letter to Board Office to send to Dr. Volk.

7. Other Business Arising if time permits
   a. Information about Public Hearing-Public hearing was held last Tuesday. Special meeting will be held prior to Oral Exams on Monday, January 18 to discuss public input. Mr. Schaibley
the sense of urgency of completing this process. The Board will receive a final version of the rules to vote on before Monday’s meeting.

b. Behavioral Health Meeting update-Tabled for next meeting
c. Ertelt- Dr. Schaibley recommended that motion from last meeting cannot be carried out. The Board can only suspend a license through a settlement agreement. Dr. Adams Larsen suggested that Dr. Schaibley would create new settlement agreement to propose.
d. Dr. Adams Larsen inquired about holding the February meeting on February 22 instead of February 8. No one opposed.
e. Dr. Adams Larsen asked the Board to look for emails over the weekend regarding the new rules.
f. Dr. Asen inquired about the approved meetings for each Board Member. Dr. Adams Larsen encouraged a review of the past minutes for this information.

8. Adjourn
   a. Dr. Adams Larsen adjourned the meeting at 1:20 PM.

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

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

1. Call meeting to order – Dr. Adams Larsen called the meeting to order at 10:11am. Dr. Kolstoe was in attendance.

2. Review Public Comments – All public comments, including those received late, were reviewed.

3. Create Document of Responses of Public Comments – document was created and updated as comments were noted and any changes to the final proposed rules document was made. They are in chronological order.

4. Review and Make Track Changes for Finalized Proposed Rules – this was completed and will be forwarded to Mr. Schaibley for translation into the required legislative change format. There is also a document with the FORMS/DEADLINES/FEES that was created to be inserted into the documented where is says INSERT TABLE.

5. Adjourned by Dr. Adams Larsen at 2:32pm. (Time on this task will be noted in the final responses).

Submitted by
Dr. Adams Larsen
ND State Board of Psychologist Examiners  
Teleconference Oral Exam Agenda  
January 18, 2016 @ 9:00 AM  

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

MINUTES—Oral Exams  

Call to Order – 9:03 AM by Dr. Margo Adams Larsen, Board President. In attendance were Dr. Margo Adams Larsen and Dr. Paul Kolstoe. Dr. Angela LaRocque attended the meeting by teleconference. The board entered executive session at 9:04 AM under authority of NDCC 44-04-18.8 to administer oral examinations.

1) Dr. Jaryn Allen entered executive session at 9:06 AM and left the meeting at 9:30 AM during which time she was administered the oral examination (Question set 1), with discussion following.

2) Dr. Theresa Magelky entered executive session at 9:34 AM and left the meeting at 10:02 AM during which time she was administered the oral examination (Question set 2), with discussion following.

3) Dr. Michael Trahan entered executive session at 10:06 AM and left the meeting at 10:35 AM during which time he was administered the oral examination (Question set 3), with discussion following.

4) Dr. Kirsten Williams entered executive session at 10:39 AM and left the meeting at 11:09 AM during which time she was administered the oral examination (Question set 1), with discussion following.

5) Ms. Alison Smith entered executive session at 11:14 AM and left the meeting at 11:51 AM during which time she was administered the oral examination (ABA Question set), with discussion following.

The board came out of executive session at 11:53 AM.

Dr. Adams Larsen moved to pass Dr. Allen on the oral exam. ROLL CALL VOTE: Dr. Adams Larsen-yes, Dr. Kolstoe-yes, Dr. LaRocque-yes; Motion passed.

Dr. Adams Larsen moved to pass Dr. Magelky on the oral exam. ROLL CALL VOTE: Dr. Kolstoe-yes, Dr. LaRocque-yes, Dr. Adams Larsen-yes; Motion passed.

Dr. Adams Larsen moved to pass Dr. Trahan on the oral exam. ROLL CALL VOTE: Dr. LaRocque-yes, Dr. Adams Larsen-yes, Dr. Kolstoe-yes; Motion passed.

Dr. Adams Larsen moved to pass Dr. Williams on the oral exam. ROLL CALL VOTE: Dr. Adams Larsen-yes, Dr. Kolstoe-yes, Dr. LaRocque-yes; Motion passed.

Dr. Adams Larsen moved to pass Ms. Smith on the oral exam. ROLL CALL VOTE: Dr. Kolstoe-yes, Dr. LaRocque-yes, Dr. Adams Larsen-yes; Motion passed.

The board came out of executive session at 11:53 AM.

Meeting adjourned at 11:57 AM.

Minutes submitted by Emily Hensler, Board Representative.
1. At 8:34 AM CT, Dr. Adams Larsen, President, called the meeting to order. Board members in attendance were Dr. Christine Kuchler, Dr. Angela LaRocque, Dr. Paulette Aasen, Dr. Cindy Juntunen, and Mr. David Schaibley. Dr. Paul Kolstoe joined the meeting at 8:36 AM CT.

2. Review of Responded to Comments from Public Hearing on Proposed Rule Changes

3. Review of and Vote on Finalized Proposed Rules
   a. Dr. Adams Larsen moves to approve proposed comments and changes to rules with caveat that Mr. Schaibley and Dr. Adams Larsen will check for spelling and consistency. Roll call vote: Dr. Adams Larsen-yes, Dr. Kuchler-yes, Dr. LaRocque-yes, Dr. Aasen-yes, Dr. Juntunen-yes, Dr. Kolstoe-yes. APPROVED.

4. CE Committee Consent Agenda Items- Dr. Kolstoe moves to approve Consent Agenda Items. Voice Vote, all in favor, none opposed. APPROVED.
   a. Behavioral Health Services All-Staff Meeting (submitted by Shannon Alexander) for 14 hrs.
   b. A Fast History of “Speed:” A Concise Overview of the History and Basic Psychopharmacology of the Amphetamine Molecule; Personalized Psychiatry: Pharmacogenetic Testing and its’ Clinical Implications; Medical Cannabis, An Overview; The Teen-LABS Study of Bariatric Surgery in Severely Obese Adolescents; Lithium and the Kidney; The X’s and O’s of Pediatric Psychopharmacology (submitted by Shannon Alexander) for 6 hrs.

5. At 8:52 AM CT, Dr. Adams Larsen moved to adjourn the meeting.

Respectfully Submitted,
Emily Hensler
Board Representative
MINUTES

1. Call to Order
   a. Meeting called to order at 12:02 PM by President Dr. Margo Adams Larsen
   b. Attendance- Dr. Adams Larsen-President, Dr. Kuchler, Dr. LaRocque, Ms. Olson, Dr. Aasen, Mr. Schaiblcy- Board Attorney, Ms. Hensler-NDSPE Board Office Staff Representative
   c. Dr. Kolstoe arrived at 12:05 PM. Dr. Juntunen (Vice President) arrived on the call at 12:04 PM.

2. Approval of Minutes
   a. January 11, 2016- Board Meeting-Dr. Adams Larsen moved to approve. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
   b. January 18, 2016- Special Board Meeting-Dr. Adams Larsen moved to approve. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
   c. January 18, 2016- Oral Exams- Tabled for next meeting to include second set of Oral Exam minutes in single document.
   d. Review of Committee Meeting Minutes Approved in Meeting- No questions
      i. Complaints Committee-December 14, 2015
      ii. Complaints Committee-January 8, 2016

3. Background on Board Member Responsibilities
   a. Dr. Adams Larsen stated that with new Board Members, it is important to discuss the aspects of being a Board Member. The NDSBPE is part of the executive branch to carry out the legislative rules. The Mission and role of the board is a public protector, not profession or workforce. It is important that no one speaks for the Board on an individual level. The collective ideas and processes make up the board, not the individuals. Mr. Schaiblcy discussed open meeting laws and the process of meetings including the legal obligation to vote as part of the Board unless you have a direct and substantial personal or pecuniary interest. The Board members were encouraged to contact the Board Office with any questions. The Board does reimburse for traveling for Board business as well as expenses incurred such as long-distance.

4. Application Committee Recommendations
   a. To Sit for Oral Exam
      i. Dr. Randall Nedegaard
         1. Discussion ensued regarding Dr. Nedegaard’s current position. Following discussion, Dr. Adams Larsen moved to approve application to sit for Oral Exam. No further discussion. Roll call vote: Dr. LaRocque-yes, Ms. Olson-yes, Dr. Kuchler-yes, Dr. Aasen-yes, Dr. Juntunen-yes, Dr. Kolstoe-yes, Dr. Adams Larsen-yes. APPROVED.
      ii. Britney Bachmeier-ABA
         1. Discussion ensued regarding Ms. Bachmeier’s degree program. Following discussion, Dr. Adams Larsen moved to approve application to sit for Oral Exam. No further discussion. Roll call vote: Ms. Olson-yes, Dr. Kuchler-yes, Dr. Aasen-yes, Dr. Juntunen-yes, Dr. Kolstoe-yes, Dr. Adams Larsen-yes, Dr. LaRocque-yes. APPROVED.

5. CE Committee Consent Agenda Items-Dr. Juntunen was called away from the meeting at 12:46 PM. Dr. LaRocque moved to approve items B, C, D, and E. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
Dr. LaRocque moved to approve items A and F. Discussion ensued regarding items missing for request. Motion amended to approve items A and F pending receipt of proper information and approval by at least one member of the Continuing Education Committee. Voice vote approved, none opposed, none abstained. APPROVED.

Discussion ensued regarding item G. Dr. Koistoe suggested to table this item for the next meeting in order to gather more information regarding this topic. Board Office will alert Dr. Jackson of the situation and request he provide any additional information available.

a. Ethics Training (submitted by Becky Kendall-Simmons) for 3 hrs.
b. New Developments in North Dakota for Brain Injury Treatment (submitted by Becky Kendall-Simmons) for 1 hr.
c. ND DHS Brain Injury Polycom Training Series (submitted by Theresa Schober) for 6 hrs.
d. Psychiatric Presentations of Mental Illness (submitted by Rhandi Clow) for 1.5 hrs.
e. EMDR Therapy Tools for Attachment Trauma (submitted by Alana Semchenko) for 12 hrs.
f. Narrative Therapy Workshop with David Epton (submitted by Michelle Pearson) for 6.5 hrs.
g. On-line (Skype) Group Supervision with Rebecca Jorgensen (submitted by David Jackson) by 40 hrs.

6. Complaints Committee Update- Ms. Olson left the meeting at 12:58 PM.
   a. Dr. Oates
      i. Committee recommends that 1) the Board Office send her response to the inquirers to determine if they would file formal complaint, 2) instruct Dr. Oates to submit the change for her NPI page herself, and 3) inquire about the license she practiced under from July 2014 to Summer 2015. Mr. Schaibley discussed jurisdiction.
   b. Dr. Eaton
      i. Committee received records and will be reviewing prior to next committee meeting.
   c. Dr. Keller/Dr. Volk
      i. Committee recommends sending follow-up inquiry with copy to supervisor and have supervisor verify validity of response.
   d. Dr. Cavett-Dr. Kuchler left the meeting at 1:14 PM to recuse herself from this item.
      i. Committee raised discussion for board regarding the content of a letter to Dr. Cavett. The Board Office will send out two letters drafted by the Committee.
   e. Dr. Ertelt
      i. An extension was requested by his attorney. Mr. Schaibley will send letter to attorney accepting the extension request until March 4th. Mr. Schaibley will alert the Board when a response is received and a special meeting may need to be called at that time.

7. Mandated Autism Reporting
   a. Dr. Adams Larsen described the new mandatory reporting requirements to for psychologists that makes any new ASD diagnosis or sees a patient with an ASD diagnosis. Mandated reporting to the Department of Health is required. Dr. Koistoe will add this to the list for newsletter items.

8. Dr. Juntenen’s ABA Inquiries
   a. Tabled for next meeting per Dr. Juntenen’s absence.

9. Dr. Bradley’s Presentation Request
   a. Dr. Bradley requested the Board do a presentation and have a Board Meeting for observation and questions at the Spring NDPA conference. Dr. Adams Larsen suggested a presentation would provide outreach and potentially aid in discussion of new rules, however, a board meeting would not be possible given the date. Dr. Adams Larsen will pursue this with Dr. Bradley and determine and provide a presentation.

10. Dropbox Alternatives
The Board needs an alternative to Dropbox for storing items. Ms. Hensler provided options for alternatives. The Board Office will research these options further as well as state provided emails and servers and iPads and send out informational email regarding all options for Board Review.

11. Records Retention Policy - TABLED
12. Other Business Arising if time permits
   a. Prairie St. John’s Complaint- tabled for next meeting or special meeting.
13. Adjourn
   a. Dr. Adams Larsen adjourned the meeting at 1:25 PM.

Next Board Meetings (noon CT to 1:15pm): Mar 21, Apr 18, May 16, Jun 20, July 25, **Board Retreat Aug 18-19**, Sep 19, Oct 17, Nov 21

Committee Meetings: standing times?

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

Respectfully Submitted,
Emily Hensler
NDSBPE Board Office Staff Representative
MINUTES
Present: Christine J. Kuchler, Ph.D. (Chair); Paulette Aasen, Ph.D.

1. Call to Order - Dr. Kuchler called the meeting to order at 8:45 AM.

2. Approval of Minutes – Dr. Aasen moved to approve Minutes of 2/12/16; motion passed.

3. Complaints and Inquiries
   a. Updates from Mr. Schaibley re: Bennett and Ertelt
      Bennett: Complaint was reportedly sent from Burleigh County States Attorney’s
      office to board office for signature; once returned, proceedings will reportedly begin
      in district court.
      Ertelt: Board attorney has been corresponding with Dr. Ertelt’s new attorney. Mr.
      Schaibley will provide update at next full board meeting.
   b. Status of S. Benson board inquiry – The MN board of psychology advises that as of
      3/17/16, it has no public information to share, but will provide any should it arise.
   c. New complaint from C. Sagvold – This complaint was made against Prairie St. John’s,
      not against any licensee of this board. An informational letter was sent to Ms.
      Sagvold on 2/26/16 explaining our lack of jurisdiction and how she can communicate
      concerns as per the Prairie St. John’s website.
   d. Inquiry re: Barbara Oates – We have received no response from her to our letter of
      2/26/16. Recommended to board: If we receive no response to our letter by April
      11, 2016 (about six weeks from her receipt of our letter), that we advise the ND
      LPCC board of the situation and let them decide if they choose to further inquire
      whether she may have continued to practice under her expired LPCC license until
      she retired in summer 2015.
   e. Keller/Volk – Dr. Keller Schafer responded to our follow-up email asking her for
      clarification as to whether she has ever practiced psychology in ND off the
      reservation (as she had stated only that she currently works on the reservation),
      stating that she has not, nor does she intend to in the near future. She notes that “If
      there is some reason I change my mind, I will be the first to contact the board to
      determine what I would need to do.” Recommended to board: That we thank her
      for her cooperation and that we will consider our inquiry into this matter closed at
      this time, with cc to Dr. Volk.
   f. Eaton – The clinical records of Dr. Eaton related to the complainant were reviewed in
      detail. The committee particularly considered any possible violations of Standards
      3.10 (Informed Consent), 10.01 (Informed Consent to Therapy), and 4.05
      (Disclosures). The committee concluded there is insufficient evidence to support
      violations of the Ethical Code. Dr. Eaton did appropriately document the client’s
      written and oral consent, permission and assent; he did advise of limits of
      confidentiality; he did document his disclosure of confidential information with the
      consent of the client as permitted by law for a valid purpose; and he did discuss the
option of referral on several occasions with the client, and offered to facilitate that referral if that was the wish of the client. **Recommended to the board:** That this complaint be dismissed due to lack of evidence to support it. However, in the dismissal letter, Dr. Eaton be encouraged to consider the following recordkeeping improvement opportunities: 1) Document that the treatment plan, including anticipated course of therapy, was discussed with the client; 2) Include a narrative summary for all progress notes; and 3) Document all after-hour contacts.

4. **Adjourn** – Dr. Kuchler adjourned the meeting at 9:58 AM.

Submitted by,

Christine J. Kuchler, Ph.D.
Chair, Complaints Committee
MINUTES

1. Call to Order
   a. Meeting called to order at 12:03 PM by President Dr. Margo Adams Larsen
   b. Attendance-Dr. Adams Larsen-President, Dr. Kolstoe-Secretary, Dr. Kuchler, Dr. LaRocque, Ms. Olson, Mr. Schaibley-Board Attorney, Ms. Hensler-NDSPE Board Office Staff Representative.
   c. Dr. Aasen joined at 12:05 PM.

2. Approval of Minutes
   a. February 22, 2016-Board Meeting-Dr. Kuchler moved to approve pending change of heading to “Minutes.” No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
   b. January 18, 2016-Oral Exams-Tabled for next meeting
   c. October 12, 2015-Oral Exams- Dr. Adams Larsen moved to approve. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
   d. Review of Meeting Minutes Approved by Committee
      i. February 12, 2016-Complaints Committee-Approved in meeting 3/18/16
      ii. March 18, 2016-Complaints Committee- Dr. Kuchler moved to approve. No further discussion. Complaints Committee approved in meeting today.
   e. Dr. Kolstoe will sign the approved minutes for Board Meetings. Dr. Kuchler will sign the Complaints Committee meeting minutes and send to Ms. Hensler.

3. Application Committee Recommendations-Dr. Aasen left call at 12:19 PM.
   a. Limited Practice
      i. Dr. Peter Byrne-Dr. Adams Larsen moved to approve with note to Dr. Byrne that at the time of his license expiration, he will need to document renewal with Board Office. If he does not, the certificate will be revoked. Voice vote. All approved, none abstained, none opposed. APPROVED.

4. CE Committee Consent Agenda Items- Dr. Kolstoe moved to approve all items listed below. Voice vote approved, none opposed, none abstained. APPROVED.
   a. Art Therapy & Anxiety (submitted by Shelly Peltier) for 6 hrs.
   b. Traumatic Brain Injury Symposium (submitted by Rhanda Clow) for 3.75 hrs.
   c. Mind Matters Conference (submitted by Rebecca Quinn) for 13 hrs.
   d. Doctor Data vs. Doctor Experience: The Search for Good Care in the Evidence-Based World of Mental Health (submitted by David Kuna) for 1 hr.
   e. Alzheimer’s: Current Research Avenues for Etiology and Treatment (submitted by David Kuna) for 1 hr.
   f. The Teen-LABS Study of Bariatric Surgery in Severely Obese Adolescents (submitted by David Kuna) for 1 hr.
   g. Antipsychotics and the QTC Interval (submitted by David Kuna) for 1 hr.
   h. Survorexant: A Concise Summary of Artificially Induced Sleep with Emphasis on a Novel New Orexin Antagonist (submitted by David Kuna) for 1 hr.
   i. Introduction to the Microbiota-Gut-Brain Axis (submitted by David Kuna) for 1 hr.
   j. Catatonia- Symptom or Disorder (submitted by David Kuna) for 1 hr.
   k. Community Psychiatry: An Overview of History Practice, and Emerging Challenges (submitted by David Kuna) for 1 hr.
I. Th e X’s and O’s of Pediatric Psychopharmacology (submitted by David Kuna) for 1 hr.

m. Med ication Assisted Chemical Dependency Treatment (submitted by David Kuna) for 1 hr.

n. I nvoluntary Movement Disorders (submitted by David Kuna) for 1 hr.

o. Th ird Annual NRI Symposium and Workshop (submitted by Susan Wood) for 11 hrs.


5. C omplaints Committee Update

a. D r. E rtelt- Th is topic may include an executive session for attorney consultation under NDCC 44-04-19.1- Dr. E rtelt’s new attorney, Mr. Williams requested an extension of time to respond to the Board’s settlement agreement. He also requested to meet with the Board to discuss the complaint. Dr. E rtelt hired new attorney, sought extension of time to respond to board’s settlement. Mr. Schaibley has provided Mr. Williams with documents regarding complaint. Mr. Schaibley provided general legal advice to the Board regarding their options. Dr. Adams Larsen moved to grant a 7-day extension to receive response to settlement or the Board will be pursuing the complaint with the litigation department. Dr. Kuchler requests amendment to 10-day extension. Dr. Adams Larsen amends motion to state that the Board will grant a 10-day extension to respond to settlement or the Board will be pursuing the complaint with the litigation department. No further discussion. Roll call vote: Dr. Kuchler-yes, Dr. Adams Larsen-yes, Dr. LaRocque-yes, Dr. Kolstoe-yes, Ms. Olson-yes. None opposed. APPROVED.

b. D r. B enso n Inquiry-Complaints Committee requested information from MN Board. They are unable to share anything at this time.

c. D r. O a tes Inquiry-Complaints Committee is satisfied that Dr. Oates is no longer holding herself as a psychologist. Complaints Committee recommends that if no response to the letter is received by April 11, 2016, that we advise the North Dakota LPCC Board of the situation and let them decide if they choose to further inquire whether she may have continued to practice under her expired LPCC license until she retired in summer 2015. Dr. Kuchler moved to approve recommendation of Complaints Committee. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.

d. D r. K ell er/D r. V olk Inquiry- Complaints Committee recommends thanking Dr. Keller and the board consider this inquiry closed with copy to Dr. Volk. Dr. Kuchler moved to approve recommendation of Complaints Committee. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.

e. D r. E aton- In light of information obtained during records review, the Complaints Committee recommends complaint be dismissed due to lack of evidence. However, Dr. Eaton will be encouraged to consider following record-keeping improvement opportunities as these are most helpful in reviewing these types of complaints and would also benefit Dr. Eaton in the future. Kuchler moved to approve recommendation of Complaints Committee. No further discussion. Roll call vote: Dr. Adams Larsen-yes, Dr. LaRocque-yes, Dr. Kolstoe-yes, Ms. Olson-yes, Dr. Kuchler-yes. APPROVED.

f. P rairie St. John’s- A letter was sent to complainant regarding the Board’s limitations on complaints against facilities as well as directions on how to contact Prairie St. John’s with any concerns.

6. Q&A Draft- Tabled for next meeting.

7. R esponse to BCBSND regarding ABA & Telehealth - Dr. Adams Larsen requests approval from the Board to facilitate a conversation with someone outside of a Board Meeting regarding this matter. The Board is supportive.

8. D ropbox Alternatives-Ms. Hensler will send out a test email and password for Board Members to test Sync.com as a possibly alternative to Dropbox.

9. F iling Cindy’s Position

a. Dr. Adams Larsen has had a conversation with Dr. Ulven regarding the empty position on the Board. Dr. Ulven would be willing to serve and his employer is supportive of him doing so. Dr.
Adams Larsen asked for any other interested candidates. None were provided. The Board supports sending Dr. Ulven's name to the governor's office.

b. Coordination of Oral Exams-Ms. Hensler will be organizing the Oral Exams in April. Dr. Adams Larsen will assist if needed.

c. New Committee Assignments-Dr. Adams Larsen requested that if Board Members are interested in serving on a particular committee, they send the information to her prior to the April meeting, when assignments will be discussed.

10. PRE Exam Development- Tabled for next meeting

11. School Psychologists Issues- Tabled until more information is available.

12. Behavioral Health Boards Meeting and Review of Testimony

a. Testimony was given on the new Rules on 3/14/16. These were supported by the Legislative Administrative Rules Committee and will go into effect April 1, 2016.

b. Behavioral Health Boards have been meeting and generating a collaborative report. It should be available for review and discussion at the April meeting.

13. Mandated Autism Reporting

a. Many concerns have been expressed to the board office from licensed psychologists regarding the newly promulgated rules/processes. These concerns have been forwarded to Ms. Pinks at the Department of Health. Ms. Pinks has had recent contact with the board office in addressing these concerns, and has several questions. The Board will be inviting her to the next meeting to review these questions and discuss licensure requirements.

14. Records Retention Policy- Ms. Hensler will be sending out a trial of Sync digital document vault for members to familiarize and trial so that a direction with regard to digital records can be decided at the next meeting. Policy discussion was tabled for next meeting or when time allows.

15. Board Office Activities and Updates

a. Dr. Knutson-renewal was issued

b. Bismarck Public Schools-Change over in supervisor was completed. Dr. Kuchler noted that documentation of supervision change is not required, but appreciated since the institution holds the exemption, not the supervisor.

16. Board Office Procedures for Meeting Agendas-Tabled for next meeting.

17. Other Business – no further business was discussed.

18. Adjourn- 1:22 pm

Respectfully submitted by:
Emily Hensler
NDSBPE Board Office Representative

**Next Board Regular Meetings (noon CT to 1:15pm):** Apr 18, May 16, Jun 20, July 25, **Board Retreat Aug 18-19**, Sep 19, Oct 17, Nov 21, Dec 19

**Committee Meetings:** standing times?

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

ORAL EXAMINATIONS

Life Skills & Transition Center

Sunset Hall Conference Room 128

701 West 6th Street

Grafton, ND 58237-1379

April 11, 2016

MINUTES

Present: Dr. Paul Kolstoe, Dr. Christine Kuchler, Dr. Paulertte Aasen

The meeting was called to order at 8:39 AM by Dr. Paul Kolstoe, Chair. Dr. Kuchler agreed to take the Minutes. The question sets were decided upon (ABA, 1, 2, 3, 1).

We entered Executive Session at 8:44 AM under authority of NDCC 44-04-18.8 to administer oral examinations. Oral examinations were administered to Ms. Brittnay Bachmeier and Dr. Megan Gu. We left executive session at 9:50 AM.

1) Dr. Kuchler moved to pass Ms. Brittnay Bachmeier on her LBA oral examination. Roll call vote: Dr. Kuchler - Pass, Dr. Aasen - Pass, Dr. Kolstoe - pass. Motion passed.

2) Dr. Aasen moved to pass Dr. Gu on her Psychologist oral examination. Dr. Aasen - Pass, Dr. Kolstoe - pass. Roll call vote: Dr. Kuchler - Pass. Motion passed.

We re-entered executive session at 9:57 AM under authority of NDCC 44-04-18.8 to administer oral examinations. Oral examinations were administered to Dr. Jodi Johnson and Dr. Alyssa Suess. We left executive session at 10:55 AM.

3) Dr. Kuchler moved to pass Dr. Jodi Johnson on her oral examination. Dr. Kolstoe - Pass, Dr. Kuchler - Pass, Dr. Aasen - Pass. Motion passed.

4) Dr. Kolstoe moved to pass Dr. Alyssa Suess on her oral examination. Dr. Kuchler - pass, Dr. Aasen - Pass, Dr. Kolstoe - pass. Motion passed.

We re-entered executive session at 10:59 AM under authority of NDCC 44-04-18.8 to administer oral examinations. Oral examination was administered to Dr. Megan Spencer. We left executive session at 11:35 AM.

5) Dr. Aasen moved to pass Dr. Megan Spencer on her oral examination. Dr. Aasen - pass, Dr. Kolstoe - pass, Dr. Kuchler - pass. Motion passed.

The meeting was adjourned at 11:38 AM.

Respectfully submitted,

Christine J. Kuchler, PhD
ND State Board of Psychologist Examiners
TELECONFERENCE MEETING-REGULAR MEETING
April 18, 2016 @ 12n-1:15pm CT
Originating from: 2100 S. Columbia Road, Suite 202
Grand Forks, ND 58201

MINUTES

1. Call to Order
   a. Meeting called to order at 12:02 PM by President Dr. Margo Adams Larsen
   b. Attendance- Dr. Adams Larsen-President, Dr. Kolstoe-Secretary, Dr. Kuchler, Dr. LaRocque, Ms. Olson, Mr. Schaibley-Board Attorney, Ms. Hensler-NDSBPE Board Office Staff Representative.
   c. Dr. Aasen was absent with regrets.

2. Approval of Minutes
   a. January 18, 2016-Oral Exams- Dr. Kuchler moved to approve. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
   b. April 11, 2016- Oral Exams-Dr. Adams Larsen moved to approve. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
   c. March 21, 2016- Board Meeting-Dr. Kolstoe moved to approve. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
   d. Review of Meeting Minutes Approved by Committee-None to review.

3. NDSH Request-Dr. Adams Larsen explained a situation at NDSH that is causing the hospital to request we expedite the approval of applications. Dr. Adams Larsen noted that until applications are completed, there is nothing the board can do. Mr. Schaibley noted that, moving forward, the Board could appoint someone to approve applications between meetings. Mr. Schaibley will draft a statement for review for implementation in the future.

4. Ertelt Matter(12:10 PM)-PLEASE NOTE THAT THIS ITEM MAY REQUIRE EXECUTIVE SESSION FOR CONSULTATION WITH THE BOARD ATTORNEY, THEREFORE, ATTENDANCE BY INTERESTED PARTIES ONLY AT CAPITAL BUILDING. MUST CALL IN ADVANCE.
   Mr. Schaibley clarified what information can be handled in executive session for the Board. Mr. Williams, Dr. Ertelt’s attorney, was joined into the call by Mr. Schaibley at 12:17 PM. Dr. Adams Larsen provided a brief description of the background of the complaint. Mr. Schaibley addressed a procedural concern regarding a missing paragraph. Mr. Schaibley informed Mr. Williams that he plans to send follow up information to Mr. Williams following the meeting. Mr. Schaibley clarified the questions needing to be addressed by the Board. Dr. Kuchler moved to reconsider a settlement agreement with Dr. Ertelt. No further discussion. Roll call vote: Dr. Kolstoe-yes, Dr. Kuchler-yes, Dr. LaRocque-yes, Ms. Olson-yes, Dr. Adams Larsen-yes. Motion carries. Dr. Adams Larsen noted that the board will want to convene in Executive session and that Mr. Williams will be contacted following the meeting with information regarding the outcome.

The next item on the agenda is the potential agreement being negotiated between the Board and Dr. Ertelt, and the anticipated administrative hearing if settlement efforts fail.

This item must be discussed in an executive session. The legal authority for closing this portion of the meeting is North Dakota Century Code section(s) 44-04-19.1.

Where noted, the discussion on some of the above topics may be held in executive session rather than during the portion of the meeting that is open to the public. If this is a regular meeting, additional topics may be discussed. If this is a special or emergency meeting, the governing body’s discussion will be limited to the topics and executive sessions listed above.
The topic or purpose of this executive session is contract negotiations strategy and attorney consultation.

At this time, a motion would be in order to discuss this topic in executive session rather than an open meeting. Is there such a motion? Dr. Adams Larsen made motion that topics of contract negotiation strategy and attorney consultation under authority executive session, and this Board follows Kinsey Rules of Order, so does not need a second. Roll call vote for the motion state:

Dr. Margo Adams Larsen __yes__; Dr. Paul Kolstoe __yes__; Dr. Christine Kuchler __yes__; Dr. Angela LaRocque__yes__; Ms. Taylor Olson__yes__.

The motion carried. We will convene in executive session. The executive session will be recorded and all members of the governing body are reminded to limit their discussion during the executive session to the announced topic. Any collective decision, collective commitment, or other final action by the governing body must occur after it reconvenes in an open meeting, unless final action is specifically required by law to be taken during the executive session.

We will now ask the members of the public who are attending the meeting to leave the room. We anticipate adjourning the executive session, and reconvening the open portion of the meeting at approximately ___12:50 PM______.

The minutes will show that the executive session began at ___12:40 PM______ and was attended by: (Check mark indicates individuals present in the Executive Session):

___✓___ Dr. Margo Adams Larsen
___✓___ Dr. Paul Kolstoe
___✓___ Dr. Christine Kuchler
___✓___ Mr. David Schaibley (Board Attorney)
___✓___ Dr. Paulette Aasen
___✓___ Dr. Angela LaRocque
___✓___ Ms. Taylor Olson
___ □ ___ unappointed position

The minutes will show that the executive session was adjourned at _1:35 PM_____. The public has been invited to return to the meeting room and we are now back in open session.

NDCC Related Authority

<table>
<thead>
<tr>
<th>Code</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>§ 43-32-27.1</td>
<td>discussion of patient records</td>
</tr>
<tr>
<td>§ 44-04-18.8</td>
<td>administration of oral exams</td>
</tr>
<tr>
<td>§ 44-04-19.1</td>
<td>consultation with Board attorney</td>
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</table>

Dr. Kuchler moved to request that the Board attorney implement the discussion made in executive session into a new settlement agreement and negotiate with Dr. Ertelt’s attorney to get accomplished. No further discussion. Roll call vote: Dr. Adams Larsen-yes, Dr. Kolstoe-yes, Dr. Kuchler-yes, Dr. LaRocque-yes. APPROVED.

Where noted, the discussion on some of the above topics may be held in executive session rather than during the portion of the meeting that is open to the public. If this is a regular meeting, additional topics may be discussed. If this is a special or emergency meeting, the governing body’s discussion will be limited to the topics and executive sessions listed above.
6. Board Office Items
   a. Procedures for Meeting Agendas
   b. Records Retention Policy-Dr. Adams Larsen and Ms. Hensler will be working on developing a
      Records Retention Policy.
   c. Online Services Planning-Dr. Adams Larsen and Ms. Hensler will be working on ideas for Online
      Services.
   d. Financial Reports Review-Dr. Adams Larsen noted there is a current Profit and Loss statement
      for the Board’s review in the Board Dropbox.
   e. Items for ratification-Tabled for next meeting.
      i. Licenses Issued
      ii. Inquiries Completed
7. Application Committee Recommendations
   i. To Sit for the EPPP
      1. Dr. Fiana England-Iverson-Dr. Adams Larsen stated more information is
         needed. Tabled for next meeting.
      2. Dr. Katie Nylander-Dr. Adams Larsen moved to approve Dr. Nylander to sit for
         the EPPP. No further discussion. Roll call vote: Dr. Kuchler-yes, Dr. LaRocque-
         yes, Dr. Adams Larsen-yes, Dr. Kolstoe-yes. APPROVED.
   ii. Limited Practice Certificate
      1. Dr. Deirdre D’Orazio-Dr. Adams Larsen moved to approve pending receipt of
         adequate license verification. Roll call vote: Dr. Kolstoe-yes, Dr. Kuchler-yes,
         Dr. LaRocque-yes, Dr. Adams Larsen-yes. APPROVED.
      2. Dr. Erik Fox-Dr. Adams Larsen moved to approve pending receipt of
         appropriate information and documentation. Roll call vote: Dr. Kuchler-yes,
         Dr. LaRocque-yes, Dr. Adams Larsen-yes, Dr. Kolstoe-yes. APPROVED.
      3. Dr. Brian Gatheridge-Dr. Adams Larsen moved to issue certificate if he has
         satisfactory documentation. If not, he must apply through the regular
         licensure process. Roll call vote: Dr. Kuchler-yes, Dr. LaRocque-yes, Dr. Adams
         Larsen-yes, Dr. Kolstoe-yes. APPROVED.
      4. Dr. Richard Travis-Dr. Adams Larsen moved to issue upon receipt of
         verification of all licensure status. Roll call vote: Dr. Kolstoe-yes, Dr. Kuchler-
         Yes, Dr. LaRocque-yes, Dr. Adams Larsen-yes. APPROVED.
8. CE Committee Consent Agenda Items-Tabled for next meeting.
   a. Train the Trainer in Therapeutic Responses through Positive Behavior Supports (submitted by
      Heidi Paulson) for 14 hrs.
9. Complaints Committee Update-None to provide at this time.
10. Chris’ Q&A Draft-Tabled for next meeting.
11. Exam-Tabled for next meeting.
   a. New Day for Oral Exams
   b. Development of Professional Responsibilities Examination (PRE Written Jurisprudence)
12. Mandated ASD Databank Reporting (12:40 PM)-Mr. Schaibley notes that the attorneys for different
    Boards will be meeting to determine if there is a conflict between the mandate and laws. Mr. Schaibley
    will report back with information he obtains.
13. Other Business Arising if Time Permits
   a. Dr. Kuchler noted that she plans to attend the ASPPB Midyear Meeting in Alaska in May. Dr.
      Adams Larsen verified that this travel was previously approved.

Where noted, the discussion on some of the above topics may be held in executive session rather than during
the portion of the meeting that is open to the public. If this is a regular meeting, additional topics may be
discussed. If this is a special or emergency meeting, the governing body’s discussion will be limited to the topics
and executive sessions listed above
14. Adjourn-Drs. Adams Larsen adjourned the meeting at 1:41 PM.

Respectfully Submitted By:
Emily Hensler
NDSBPE Board Office Representative

**Next Board Regular Meetings (noon CT to 1:15pm):** May 16, Jun 20, July 25, **Board Retreat Aug 18-19**, Sep 19, Oct 17, Nov 21, Dec 19

**Committee Meetings:** standing times?

**Oral Exams:** July 13, October
ND State Board of Psychologist Examiners

TELECONFERENCE MEETING-REGULAR MEETING
May 16, 2016 @ 12n-1:15pm CT
Originating from: 2100 S. Columbia Road, Suite 202
Grand Forks, ND 58201

MINUTES

1. Call to Order (Dr. Adams Larsen, Presiding)
   a. Meeting called to order at 12:03 PM by Dr. Margo Adams Larsen, Presiding.
   b. Attendance-Dr. Adams Larsen-President, Dr. Kolstoe-Secretary, Dr. LaRocque, Dr. Ulven, Ms. Olson, Mr. Schaibley-Board Attorney, Ms. Hensler-ND State Board of Psychologist Examiners Office Staff Representative.
   c. Dr. Aasen was absent with regrets. Dr. Kuchler joined at 12:21 PM, but was limited in her ability to participate due to technical difficulties.

2. Approval of Minutes
   a. April 18, 2016- Board Meeting-Dr. Kolstoe moved to approve. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.

3. SPECIAL TOPICS
   a. Behavioral Health Boards Meeting Report – Dr. Adams Larsen summarized the recommendations from the Behavioral Health boards. Dr. Adams Larsen asked for any issues or concerns with the stated recommendations. Dr. Kolstoe and Mr. Schaibley inquired about the appropriated funds that are proposed in the recommendations. Dr. Adams Larsen will take questions and issues back to the Behavioral Health Boards. Dr. Kolstoe moved to endorse the ideas in the draft report and authorizes Dr. Adams Larsen to make adjustments within those principles for reporting recommendations to legislature. Voice vote approved: none opposed, Dr. Ulven abstained, all others in favor. APPROVED.
   b. Mandated ASD Databank Reporting - Mr. Schaibley had conversations with attorneys for other Boards as well as the Department of Health. Mr. Schaibley recommended that Department of Health should collect stakeholders and have a detailed conversation about the concerns and the database itself. Mr. Schaibley will communicate the Boards support of this recommendation to the Department of Health.

4. COMMITTEES Items/Recommendations for Board Action
   a. Applications Committee (Drs. Aasen/Ulven/Adams Larsen)- Roll call vote required for following recommendations:
      i. To Sit for the EPPP
         1. Dr. Flana England-Iverson-Dr. Adams Larsen moved to approve to sit for EPPP upon receipt and review of acceptable missing documentation. No further discussion. Roll call vote: Dr. Kolstoe-yes, Dr. Adams Larsen-yes, Dr. LaRocque-yes, Ms. Olson-yes, Dr. Ulven-yes. APPROVED.
      ii. To Sit for the Oral Exam
         1. Dr. Erik Fox-Dr. Adams Larsen noted some confusion regarding Dr. Fox’s internship hours and lack of APA accreditation. Since the Internship was not APA-accredited, the Applications Committee will review the application further and bring a recommendation to the next meeting.
   b. Complaints Committee (Drs. Kuchler/LaRocque)
      i. Dr. Ertelt- Mr. Schaibley explained the three issues that remain with Dr. Ertelt’s settlement agreement. Mr. Schaibley noted that the options are to continue to try to settle or to move forward to civil litigation, emphasizing that once it is sent to civil litigation, there is still an
opportunity to settle. Discussion ensued regarding the three existing issues and potential solutions. Dr. Adams Larsen moved that Mr. Schaibley draft a letter indicating that the Board is not in agreement on these three issues, so will be moving forward with civil litigation. The letter will include the reasons for lack of agreement and the terms that would be agreeable to settle these issues. Mr. Schaibley will send the letter to the Board for review. If there are no responses from Board Members by a reply date set by Mr. Schaibley, he will send the letter. No further discussion. Roll call vote: Dr. Adams Larsen-yes, Dr. LaRocque-yes, Ms. Olson-yes, Dr. Ulven-yes, Dr. Kuchler-yes, Dr. Kolstoe-yes. APPROVED.

c. Continuing Education Committee (Dr. Aasen/Ms.Olson/Dr. Ulven/Kolstoe)
   i. Consent Agenda Items-Dr. Kolstoe moved to approve all Continuing Education items as listed. No further discussion. Voice vote approved: all in favor, none opposed, none abstained. APPROVED.
   1. Train the Trainer in Therapeutic Responses through Positive Behavior Supports (submitted by Heidi Paulson) for 14 hrs.
   2. Gene Site Testing and Pharmacology (submitted by Clint VanLith) for 1 hr.
   3. Advanced Professional Ethics: Creating a Quality Prevention and Therapeutic Relationship (submitted by Clint VanLith) for 1 hr.
   5. Presentation: Compassion Fatigue (submitted by Kenneth Carlson) for 6 hrs.
   6. Online Skype Supervision with Rebecca Jorgeson (submitted by David Jackson) for 40 hrs.
   7. The New Collaborative Experience (submitted by Jay Phillippi) for 13.75 hrs.
   8. Diversity within Our GRASP (submitted by Beth Klettermes) for 5 hrs.

d. Examinations Committee (Dr. Adams Larsen/Ms. Olson)
   i. New Day for Oral Exams- Dr. Adams Larsen noted that per the survey sent, the two best days for Oral Exams are Mondays and Wednesdays. Dr. Adams Larsen proposed that we hold Oral Exams on alternating days-July will be on a Wednesday, October on a Monday, etc. Dr. Adams Larsen instructed Board Members to let Ms. Hensler or Dr. Adams Larsen know if there is a question or a preferred day.
   ii. Development of Professional Responsibilities Examination (PRE Written Jurisprudence)-Tabbed

e. Outreach/Legislative (Drs. Adams Larsen/Kolstoe)
   i. Dr. Adams Larsen noted the NDPA presentation was well-received and that she is attempting to get the information into a slide show for the Board website.

f. OPERATIONS/Secretary/General Inquiry/Board Office Items (Drs. Kolstoe/LaRocque/Adams Larsen/ Ms. Hensler)
   i. Items for ratification (Licenses Issued – Britney Bachmeier, Dr. Megan Spencer)
   ii. ASPPB MYM Summary (Drs. Kolstoe/Kuchler)-Tabled
   iii. PSYPACT Information (Dr. Kolstoe)-Dr. Kolstoe provided a summary of PSYPACT, a compact that governs telehealth and short term practice between participating states. Dr. Kolstoe will send the information to Dr. Ulven and asks that the Board review the information prior to the next meeting in order to begin making decisions. Dr. Kolstoe will do further research regarding the Board’s authority to enter into compacts.
   iv. Q&A Draft (Supervised Experience Requirements) (Dr. Kuchler)-Tabbed due to time.

5. Other Business Arising - none
6. Adjourn-Dr. Adams Larsen adjourned the meeting at 1:24 PM.

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

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

Next Board Regular Meetings (noon CT to 1:15pm): Jun 20, July 25, Board Retreat Aug 18-19, Sep 19, Oct 17, Nov 21, Dec 19

Committee Meetings: standing times?

Oral Exams: July 13, October
SPECIAL MEETING MINUTES

1. Call to Order (Dr. Adams Larsen, Presiding) at 9:00am.
   a. In attendance were: Dr. Christine Kuchler, Dr. Angela LaRocque, Dr. Paulette Aassen, Dr. Jon Ulven, Dr. Margo Adams Larsen, and Mr. David Schaibley (Board Attorney). Dr. Ulven left the call at approximately 9:35am.

2. Dr. Ertelt
   a. Discussion related to the letter writing request from the last board meeting, review of the content and detailed requirements, and considerations of the most efficient and expedient approach to moving forward with the settlement impasse. The Board discussed with Mr. Schaibley the legal implications of various resolutions at this point. Dr. Ulven asks about a single alternative approach and this was also discussed. Dr. Kuchler moved to instruct Mr. Schaibley to revise the letter to indicate that Board would agree to settlement agreement with the following conditions: 1) removal of 2e; 2) continuation of requirements of tiered supervision and terms; 3) continuation of requirement to waive right to hearing and appeal; and 4) additional requirement to pay costs and fees associated with this investigation up to a determined date. There was no further discussion. Roll Call Vote: Dr. Kuchler – yes; Dr. LaRocque – yes; Dr. Aasen – yes; Dr. Ulven – yes; Dr. Adams Larsen – yes. Motion passes. Mr. Schaibley will revise the letter previously drafted to address the terms outlined.

3. Email caution
   a. The Board was cautioned about spam related emails that are circulating the psychology regulatory community, that use marketing and digital footprint strategies to analyze who opens, reads, and forwards the emails.

4. Adjourned by Dr. Adams Larsen at 9:40am.

Minutes submitted by:
Margo Adams Larsen, Ph.D.
Licensed Psychologist, ND#343
ND State Board of Psychologist Examiners
Complaints Committee Agenda
June 8, 2016 – 2:00 PM

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

MINUTES

PRESENT: Dr. Christine J. Kuchler, Chair; Dr. Angie LaRocque

1. Call to Order
The meeting was called to order by Dr. Kuchler at 2:01 PM. Dr. Kuchler welcomed Dr. LaRocque to the Committee.

2. Complaints
   a. Dr. Johnson - The complaint of Jodi Faul received 3/31/16 and Dr. Johnson’s response received 5/5/16 were reviewed in detail. Elements of the complaint were identified as 1) Dr. Johnson allegedly excluded her from appointments he had with her son and did not communicate all appointments made with him; 2) Dr. Johnson was allegedly “rude and mean” and “yelled” at her; and 3) Dr. Johnson allegedly failed to provide her with a progress note (of 1/15/16) she had requested. Dr. Johnson’s response alluded to information in the client record that would document his efforts to involve her in her son’s treatment, and his verification that she had been sent the progress note in question. Regarding allegations of unprofessional conduct, which Dr. Johnson denied, Ms. Faul did not provide specifics, examples, or corroboration. To further investigate the complaint, a ROI was sent to Ms. Faul on 5/17/16 to sign and return to the board office, so that the client record could be obtained. To date this signed ROI has not been received.
   Recommendation: Dr. LaRocque moved that if the requested ROI is not received in the board office by 6/20/16 to allow further investigation, that the Board dismiss the complaint for lack of evidence. Roll call vote: Dr. LaRocque-Yes; Dr. Kuchler-Yes. Motion passed.

   b. Dr. Heston – The complaint of Melissa Killian received 4/27/16, Dr. Heston’s response dated 5/19/16 received from her attorney, additional complaint information received from Melissa Killian 5/16/16, Dr. Heston’s response to this additional material dated 5/31/16, and a memo from Dr. Leland Lipp, Dr. Heston’s former supervisor, received 6/6/16, were reviewed in detail. Elements of the complaint were identified as: 1) Dr. Heston allegedly violated HIPAA by refusing to provide the complainant with copies of her clinical record upon request; 2) Dr. Heston allegedly violated confidentiality by including two individuals in a scheduled therapy session without Ms. Killian’s prior knowledge or consent, and giving them protected health information without permission; 3) Dr. Heston allegedly did not practice competently, misdiagnosing Ms. Killian, failing to improve her condition and indeed worsening it; and 4) Ms. Killian raised questions of Dr. Heston’s character by accusing her of lying.
   Recommendation: Dr. Kuchler moved to continue the investigation by requesting a ROI from Ms. Killian for release of all information in her clinical record from Dr. Heston to the board; and when received, to request a complete copy of the record from Dr. Heston, to include all assessment and therapy records, ROIs signed by Ms. Killian, and record of any case consultations conducted by Dr. Heston; and to request directly from Dr. Heston any notes or records she made of case consultations with others regarding Ms. Killian’s care which may not be part of the clinical record.
   Roll call vote: Dr. LaRocque-Yes; Dr. Kuchler-Yes. Motion passed.

3. Adjourn
Dr. LaRocque moved to adjourn. The meeting was adjourned at 2:50 PM.

Submitted by: Christine J. Kuchler, Ph.D. [Signature]
1. Call to Order
   a. Meeting called to order at 12:01 PM by Dr. Adams Larsen, Presiding.
   b. Attendance-Dr. Adams Larsen-President, Dr. Kolstoe-Secretary, Dr. Kuchler, Dr. Ulven, Dr. LaRocque, Mr. Schaibley-Board Attorney, Mrs. Hensler-NDSBPE Board Office Staff Representative.
   c. Ms. Olsen was absent with regrets.
   d. Dr. Aasen joined the call at 12:03 PM and left the call at 12:59 PM.

2. Approval of Minutes
   a. May 16, 2016-Board Meeting-Dr. Kuchler moved to approve. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
   b. May 26, 2016-Special Board Meeting-Dr. Adams Larsen moved to approve. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
   c. June 8, 2016-Complaints Committee Meeting-Dr. LaRocque moved to approve Complaints Committee meeting minutes. Voice vote approved, none opposed, none abstained. APPROVED.

3. SPECIAL TOPICS
   a. Complaints Committee - Dr. Ertelt - Discussion-The Board discussed the options available for Dr. Ertelt’s settlement. Mr. Schaibley sent the Board a document to review prior to the meeting which stated the new terms that Dr. Ertelt’s attorney proposed. Mr. Schaibley asked that the Board consider a range in the motion so the Board is not required to call a Special Meeting if Mr. Schaibley must negotiate. Dr. Adams Larsen moved that the Board Office identify costs of Ertelt investigation based upon hours provided by Dr. Kuchler and documented attorney time and that Mr. Schaibley has the authority to negotiate the costs offered in the settlement per discussion. No further discussion. Roll call vote: Dr. Kuchler-yes, Dr. LaRocque-yes, Dr. Kolstoe-yes, Dr. Ulven-yes, Dr. Aasen-yes, Dr. Adams Larsen-yes. APPROVED.
   b. Financial Reports – Review-Mrs. Hensler presented profit and loss statements that are available in Dropbox for the Board review. Discussion followed, noting that the major differences in funds are due to new rules and increased legal fees. The Board will keep an eye on the finances and begin planning for the Board Retreat in a cost-efficient way.
   c. Names on Licenses – Special Inquiry Discussion-Mr. Schaibley explained the importance of ensuring that documents are not created with non-legal names. Dr. Adams Larsen suggested we collect all names and aliases at application and renewal. If a request comes in to use a different name, they must provide documentation showing this name. Ms. Hensler will look into the ability to add multiple names to a disciplinary action. Mr. Schaibley will provide summary language for the next meeting.

4. COMMITTEES Items/Recommendations for Board Action
   a. Applications Committee (Drs. Aasen/Ulven/Adams Larsen)- The committee was unable to meet in the interim. Discussion of applications was conducted during this meeting. Ms. Hensler will send applicants with supervised practice hours to be reviewed to Dr. Kolstoe and Dr. Kuchler until the new committee members are familiar with the process.
i. To Sit for the EPPP – No Applications currently

ii. To Sit for the Oral Exam

1. Dr. Erik Fox-It was clarified that Dr. Fox had multiple Internship forms that added up to 1788 hours. Ms. Hensler clarified question regarding the equivalency in EPPP pass rate. No further questions. Dr. Kuchler moved to approve Dr. Fox to sit for the Oral Exam and for the Board Office to issue a provisional license pending Oral Exam. No further discussion. Roll call vote: Dr. LaRocque-yes, Dr. Kolstoe-yes, Dr. Ulven-yes, Dr. Aasen-yes, Dr. Adams Larsen-yes, Dr. Kuchler-yes. APPROVED TO SIT FOR THE ORAL EXAM.

2. Mr. Conrad Hillman-Dr. Adams Larsen moved to approve Mr. Hillman to sit for the Oral Exam and for the Board Office to issue a provisional licensure pending Oral Exam. Roll call vote: Dr. Kolstoe-yes, Dr. Ulven-yes, Dr. Adams Larsen-yes, Dr. Kuchler-yes, Dr. LaRocque-yes. APPROVED TO SIT FOR THE ORAL EXAM.

3. Dr. Anne Pascucci-Dr. Ulven moved to approve Dr. Pascucci to sit for the Oral Exam and for the Board Office to issue a provisional licensure pending oral exam. Roll call vote: Dr. Ulven-yes, Dr. Adams Larsen-yes, Dr. Kuchler-yes, Dr. LaRocque-yes, Dr. Kolstoe-yes. APPROVED TO SIT FOR THE ORAL EXAM.

iii. To Issue Limited Practice Certificate-No Applications currently

b. Complaints Committee (Drs. Kuchler/LaRocque)

i. New Complaint-Dr. Robert Johnson-The Board Office sent an ROI to the complainant. Nothing has been received at this time, which is past the due date set in the request. The Complaints Committee recommended for the Board to dismiss the complaint for lack of evidence if the ROI was not received by the Board Meeting. Dr. LaRocque moved to dismiss complaint against Dr. Robert Johnson due to not receiving ROI and lack of evidence in complaint. Roll call vote: Dr. Adams Larsen-yes, Dr. Kuchler-yes, Dr. LaRocque-yes, Dr. Kolstoe-yes, Dr. Ulven-yes. APPROVED. Mr. Schaibley will send the dismissal letters.

ii. New Complaint-Dr. Kylee Heston-The Board Office sent an ROI to the complainant. Nothing has been received at this time (due date is still pending).

c. Continuing Education Committee (Dr. Aasen/Ms.Olson/Dr. Ulven/Kolstoe) – no interim meeting.

d. Examinations Committee (Dr. Adams Larsen/Ms. Olson)

i. Development of Professional Responsibilities Examination (PRE Written Jurisprudence) – no news to report

e. Outreach/Legislative (Drs. Adams Larsen/Kolstoe)

i. Submitted Collaborative Behavioral Health Board Report will be available in dropbox for review

f. OPERATIONS/Secretary/General Inquiry/Board Office Items (Drs. Kolstoe/LaRocque/Adams Larsen/ Ms. Hensler)

i. Items for ratification

1. Licenses Issued – Britney Bachmeier, Dr. Megan Spencer

ii. Q&A Draft (Supervised Experience Requirements) (Dr. Kuchler)-Tabled for next meeting

iii. ASPPB MYM Summary (Drs. Kolstoe/Kuchler) – July or August Retreat

iv. PSYPACT Information (Dr. Kolstoe) – July or August Retreat

5. Other Business Arising if Time Permits

a. Listing Items for July or August Retreat – including DPI topics-Tabled for next meeting

b. Board Advocating for Appropriation (Dr. Ulven)-Mr. Schaibley stated that if the Board is interested in obtaining any funds from the Behavioral Health Council, there are slots available, but the members would be volunteering as providers/licensees, not regulators. Having a seat on the council may assist with obtaining information about these funds. If anyone is interested in being on the committee, please let the Board Office know and we will get the correct information...
to Board Members. Mr. Schaibley also noted that the Board will need to further discuss implications of seeking such funds – will be added to the Board Retreat topic list.

6. Adjourn-Dr. Adams Larsen adjourned the meeting at 1:30 PM.

Respectfully submitted by:
Emily Hensler
NDSBPE Board Office Staff
Minutes

1. Call to Order at 11:03am by Dr. Margo Adams Larsen. In attendance, Ms. Taylor Olson, along with Dr. Adams Larsen.
2. Review of Examination requirements
   a. Dr. Adams Larsen briefly reviewed the examination history of the Board. Discussed the EPPP, Oral Exam, and the concept of the PRE.
3. Discussion of PRE
   a. Reviewed NDCC Ch. 43-32 and NDAC Title 66 with regard to PRE requirements.
   b. Discussed the global goals and objectives for the PRE.
4. Develop a plan for creation
   a. Committee will plan a series of meetings on the following steps to PRE development:
      i. Research options and what other boards are using
      ii. Identify an efficient and fiscally responsible platform
      iii. Consider design options for the type of testing
      iv. Generate a question pool
      v. Beta test a mock-up version
      vi. Recommend use for examination when steps are complete
5. NEXT MEETING: July 22, 2016 at 9am CT – Agenda will be Step 4.a.i above.
6. Adjourned at 11:49am by Dr. Margo Adams Larsen

Minutes submitted by:
Margo Adams Larsen, Ph.D.
Licensed Psychologist
Approved: 7/25/16

ND State Board of Psychologist Examiners
Teleconference Agenda
Wednesday, July 13, 2016 @ 9:00 AM CDT

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

Minutes
Oral Exams

1. Called to Order at 9:09am by Dr. Margo Adams Larsen, in attendance were Dr. Jon Ulven, Dr. Angie LaRocque. Dr. Aasen joined at 9:22am, Ms. Taylor Olson joined at 9:40am.
2. Selection of Exam Items (indicated in parentheses below)
   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 11am. The minutes will show that the executive session began at 9:11am and was attended by: Dr. Margo Adams Larsen, in attendance were Dr. Jon Ulven, Dr. Angie LaRocque. Dr. Aasen joined at 9:22am, Ms. Taylor Olson joined at 9:40am.

3. Oral Exams
   a. Dr. Erik Fox (1) - entered the exam room at 9:12am and exited at 9:47am.
   b. Dr. Anne Pascucci (2) – entered the exam room at 9:56am and exited at 10:28am.
   c. Dr. Randall Nedegaard (3) – entered the exam room at 10:40am and exited at 11:13am.
   d. Mr. Conrad Hillman (ABA 1) – entered the exam room at 11:22am and exited at 11:56am.

The Board resumed open session at 12:04pm.

4. Roll Call Vote
   a. Dr. Adams Larsen moved to pass Dr. Fox on his Oral Exam. Roll Call Vote: Dr. Ulven – pass; Dr. LaRocque – pass; Dr. Aasen – rescude; Ms. Olson – abstain; Dr. Adams Larsen – pass. A majority of Board members passed this candidate. Dr. Fox will be informed of passing this exam.
   b. Dr. LaRocque moved to pass Dr. Pascucci on her Oral Exam. Roll Call Vote: Dr. LaRocque – pass; Dr. Aasen – pass; Ms. Olson – pass; Dr. Adams Larsen – fail; Ulven – fail. A majority of Board members passed this candidate. Dr. Pascucci will be informed of passing this exam.
   c. Dr. Aasen moved to pass Dr. Nedegaard on his Oral Exam. Roll Call Vote: Dr. Aasen – pass; Ms. Olson – pass; Dr. Adams Larsen – fail; Ulven – pass; Dr. LaRocque – pass. A majority of Board members passed this candidate. Dr. Nedegaard will be informed of passing this exam.
   d. Dr. Adams Larsen moved to pass Mr. Conrad Hillman on his ABA Oral Exam. Roll Call Vote: Ms. Olson – fail; Dr. Adams Larsen – fail; Ulven – fail; Dr. LaRocque – fail; Dr. Aasen – fail. A majority of Board members failed this candidate. Mr. Hillman will be informed he can retake the exam in October.
   e. By default, Dr. Adams Larsen will provide exam results and educational information to all candidates.

5. Adjourned at 12:10pm by Dr. Adams Larsen
Submitted by: Margo Adams Larsen, Ph.D.
MINUTES

1. Called to order by Dr. Margo Adams Larsen at 9:04am with Ms. Taylor Olson in attendance.
2. Approval of Minutes - July 8, 2016 -- MAL move to approve, All in favor, approved.
3. Plan for Creating PRE
   a. Research options and what other boards are using
      i. Reviewed the BARC data about other boards
      ii. Dr. Adams Larsen will contact Dr. Slusky of Manitoba Board
   b. Identify an efficient and fiscally responsible platform
      i. Google Forms
      ii. Survey monkey
      iii. Kahootz
      iv. Socrative
   c. Consider design options for the type of testing
      i. Higher passing score if open book
      ii. Type of questions
   d. Generate a question pool
   e. Beta test a mock-up version
   f. Recommend use for examination when steps are complete
4. Set next meeting date – Aug. 5th at noon CT.
5. Adjourn @ 9:32am

_NDSBPE EXAMINATIONS COMMITTEE AGENDA — JULY 8, 2016_
NOTES

1. Call to Order
   a. Meeting called to order at 12:03 PM by Dr. Adams Larsen, Presiding
   b. Attendance-Dr. Adams Larsen-President, Dr. Kolstoe-Secretary, Dr. Kuchler, Dr. Aasen, Ms. Olsen, Mr. Shaibley-Board Attorney, Mrs. Hensler-NDSBPE Board Office Staff Representative.
   c. Dr. Ulven and Dr. LaRocque were absent with regrets.

2. Approval of Minutes
   a. Board Meeting - June 20, 2016-Dr. Kuchler moved to approve. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
   b. Oral Exams-July 13, 2016- Dr. Adams Larsen moved to approve. Voice vote approved, none opposed, Dr. Kuchler abstained. APPROVED.
   c. Applications Committee – July 6, 2016-Tabled for committee
   d. Examination Committee – July 8, 2016-Tabled for committee

3. SPECIAL TOPICS
   a. Complaints Committee – Dr. Ertelt – Settlement Update*-Mr. Schaibley provided an update on Dr. Ertelt’s complaint. Attorney stated that Dr. Ertelt signed two copies of the settlement agreement and sent them to the Board Office. Once they are received in the Board Office, Mrs. Hensler will send them to Dr. Adams Larsen as quickly as possible.
   b. Names on Licenses – Special Inquiry Discussion – Mr. Schaibley explained that other Boards had questions arise about someone using something other than legal name. Mr. Schaibley clarified that the Board wants to issue licenses using the correct name, but there is a statute allowing someone to use a different name under the marital title. The Board will want to ensure that the Board is issuing a license under a different name for a legitimate reason. The Board will ask on forms if someone is using a different name and for documentation if so. This information will be added to the policy manual and Ms. Hensler will investigate searching using only Social Security Number while searching for disciplinary actions.
   c. Limited Practice Policy – Mr. Schaibley
   d. Psychology Residents –Mr. Schaibley explained that we have to determine which residents meet the deadline for a 5 year residency versus those that fall under the April 1st rule of a 3 year residency. Dr. Adams Larsen and Ms. Hensler will go through the list of residents and determine who was in the process of completing a residency when the rule changed and will bring recommendations to the Board Retreat.
   e. ASPPB PLUS Fees – Dr. Adams Larsen explained that ASPPB is looking to complete a pilot program regarding PLUS fees. There were no concerns, so Dr. Adams Larsen stated that we will inform ASPPB that we have no issues.
   f. ASPPB Job Task Analysis – ASPPB requested Board send out survey from our Board Office for psychologists to complete to assist with developing EPP2. Discussion ensued regarding potential issues with sending this from our Board Office. Decision tabled for Board Retreat.
   g. Q&A Draft (Supervised Experience Requirements)-Dr. Kuchler explained that we have many questions regarding Supervised Experience Requirements. There are multiple ways to meet these requirements. Dr.
Kuchler provided a chart of these options. The Board Office will work on adding to the FAQs and the policy manual.

h. Planning of Board Retreat – Dr. Adams Larsen
   i. School Psychology Topic – Dr. Adams Larsen explained that collaboration and discussion between us and another Board may be needed to resolve this issue at the Board Retreat. Mr. Schaibley will draft invitational emails for both DPI and EPB to attend a portion of our Board Retreat.

4. COMMITTEES Items/Recommendations for Board Action
   a. Applications Committee (Drs. Aasen/Ulven/Adams Larsen) – no applications to recommend.
      i. Dr. Aasen stated that the committee met to discuss how to review applications.
   b. Complaints Committee (Drs. Kuchler/LaRocque) – no items for recommendation.
      i. Dr. Kuchler explained that there is currently one complaint that we are awaiting the receipt of records to review.
   c. Examinations Committee (Dr. Adams Larsen/Ms. Olson)
      i. Development of Professional Responsibilities Examination (PRE Written Jurisprudence) – Dr. Adams Larsen stated that she and Ms. Olson have met twice to develop plan to get PRE exam in place. Committee hopes to have things to show Board at Board retreat.
   d. Outreach/Legislative (Drs. Adams Larsen/Kolstoe)
      i. Testimony on July 27, 2016 about the Collective Behavioral Health Report – Dr. Adams Larsen will be giving testimony on Wednesday. She has forwarded a copy so the Board can review it if they would like.
   e. Continuing Education Committee (Drs. Aasen/Ms. Olson/Dr. Ulven/Kolstoe) – Dr. Aasen and Ms. Olsen sent an email prior to the meeting that items 1-14 had no concerns. Dr. Aasen moved to approve items 1-14 and request more information for items 15 and 16. No further discussion. Voice vote approved, none opposed, none abstained. APPROVED.
      i. Consent Agenda Items –
         1. Autism Spectrum Disorder and Trauma Informed Care (submitted by Angela Rortvedt) for 1 hr.
         2. Being with Cancer (submitted by David Kuna) for 1 hr.
         3. Neuroplasticity & Its Implications on Treating Neuropsychiatric Illness (submitted by David Kuna) for 1 hr.
         4. Hot Topics in Nutrition in Psychology (submitted by David Kuna) for 1 hr.
         5. Clozapine Induced Cardiomyopathy (submitted by David Kuna) for 1 hr.
         6. Case Presentation Conference (submitted by Clint VanLith) for 1 hr.
         7. Psychopharmacology (submitted by Clint VanLith) for 1 hr.
         8. Child and Adolescent Bipolar Disorder (submitted by Clint VanLith) for 1 hr.
         9. Geriatric Services Protocol & Ethical Issues in Long Term Care (submitted by David Hartson) for 1 hr.
        10. Diagnostic Assessment & Medical Necessity and Documentation (submitted by David Hartson) for 2 hrs.
        11. Electronic Health Records (submitted by David Hartson) for 2 hrs.
        12. Dementia and FAST Scale (submitted by David Hartson) for 1 hr.
        15. Psychiatry Review: National Education Alliance for Borderline Personality Disorder (submitted by Megan Spencer) for 14 hrs.
        16. Unified Summit-Univ. of Nevada, Las Vegas (submitted by Kenneth Carlson) for ?? hrs.
   f. OPERATIONS/Secretary/General Inquiry/Board Office Items (Drs. Kolstoe/LaRocque/Adams Larsen/Ms. Hensler)

NDsbpe meeting agenda – MAY 16, 2016

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

*Executive Session Information: This item may/must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code section(s) § 43-32-27.1(discussion of patient records); § 44-04-18.8 (administration of examinations); or § 44-04-19.1 (consultation with Board attorney).
Dr. Adams Larsen and Mrs. Hensler have been working in Dropbox and will continue doing so.

Mrs. Hensler noted that board members should reserve their rooms as soon as possible.

5. Other Business Arising if Time Permits
   a. Listing Items for July or August Retreat – Dr. Adams Larsen listed items to talk about at the Board Retreat including DPI, psych residents, NPDB checking, and Limited practice. Dr. Adams Larsen would like to do a team building, board training, and a typical board meeting. It was mentioned that someone from ASPPB could conference in to discuss EPPP2 and the Board would find this helpful. Other ideas and items can be sent to the Board Office.
   b. ASPPB MYM Summary (Drs. Kolstoe/Kuchler) – July or August Retreat
   c. PSYPACT Information (Dr. Kolstoe) – July or August Retreat

6. Adjourn- Dr. Adams Larsen adjourned the meeting at 1:04 PM.

Next Board Regular Meetings (noon CT to 1:15pm): Board Retreat Aug 18-19, Sep 19, Oct 17, Nov 21, Dec 19, Jan 23, Feb 27, Mar 20, Apr 17, May 15, Jun 19

Committee Meetings: PLEASE LET THE BOARD OFFICE KNOW! Exam Committee: July 22

Oral Exams: October 10th (MON – it is Columbus Day), 2016: January 9 (WED), April 12th (MON), July 12th (WED).
MINUTES

1. Called to order at 12:02pm – in attendance Dr. Adams Larsen and Ms. Taylor Olson
2. Approval of Minutes - July 22, 2016 – MAL moves to approve – all in favor. Minutes approved.
3. Plan for Creating PRE
   a. Research options and what other boards are using
      1. Dr. Adams Larsen described information from Manitoba process - Paper, multiple choice, open book, high pass score, no failures, used item writers, piloted for 2 years.
   b. Identify an efficient and fiscally responsible platform
      i. Discussed various options, Google Forms seems most promising. Committee will move forward with this platform as the best potential.
   c. Consider design options for the type of testing
      i. Committee recommends higher passing score if open book – consider what the cutoff is again once developed.
      ii. Type of questions – dynamic options, various types, use of vignettes possible with platform.
   d. Generate a question pool – Committee will reach out to current licensees/registrants, past board members, academics & graduate students to solicit dynamic questions and response rubrics for a robust pool, practical everyday examples, and give a month deadline. Categories to solicit include: ethics (vignettes), law (specific knowledge), and jurisprudence (application of law to practice).
      i. Start with our current pool and add received content if appropriate.
      ii. Build new questions from ethics, law, & jurisprudence.
      iii. Continue to seek information from other boards.
      iv. ABA content/vignettes – contact previous consultant to see if collaboration is still possible.
   e. Beta test a mock-up version – not discussed
   f. Recommend use for examination when steps are complete – not discussed
4. Next Steps: Outreach - Ms. Olson will draft a letter seeking dynamic items - Board Office to distribute, with return deadline of about one month.
6. Adjourned 12:37pm by Dr. Adams Larsen
MINUTES

Thursday, August 18, 2016

1. Call to Order (Dr. Adams Larsen, Presiding) and Review of Agenda
   a. Called to order at 9:01 AM by Dr. Adams Larsen.
   b. Attendance-Dr. Adams Larsen-President, Dr. Kölstoe, Dr. Kuchler, Dr. Ulven, Mr. Schaibley-Board Attorney, Ms. Hensler-NDSBPE Board Office Representative.
   c. Ms. Olson arrived late.
   d. Dr. Aasen was absent with regrets.
   e. Agenda was rearranged and reposted due to having more members able to attend Friday and reposted.

2. Board Orientation & Training (Adams Larsen)
   a. Review of Other Applicable Legislation
      i. Open meetings Laws-Mr. Schaibley explained and clarified open meeting laws and their importance to the Board. Board members will all adopt one email format for ease of information submission.
      ii. Disabilities Laws-Dr. Adams Larsen noted that this is typically referenced when EPPP accommodations are requested.
   The meeting was adjourned for lunch at 12:45 PM and resumed at 1:41 PM.
   b. Board Operations
      i. The Board discussed how the Board operates, including what is done and who is responsible for completing the tasks. Mr. Schaibley clarified what is grounds for recusal and the importance of all members voting.
   c. Outreach
      i. Dr. Adams Larsen discussed options for outreach to the community and current students.

3. Board Retreat Special Topics
   a. Review of Finances (Ms. Hensler)
      i. Ms. Hensler provided a summary of the Board's current finances and projected finances.
   b. Operating Cost Ideas (Ms. Hensler/Board)
      i. The Board discussed current operating costs as well as possible future operating costs. Ms. Olson will research bank account options.
      ii. Board Office Activities
         1. Ms. Hensler elaborated on the current activities of the Board Office and the long term project ideas.
         2. Records retention policy-The Board discussed the length of time that agendas and other items should be retained at the Board Office. The Board will continue to discuss this and develop a policy for retaining information.
   c. Policy Manual Development
      a. Committee members will work on creating checklists to assist with streamlining review processes.

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b. Dr. Adams Larsen and Ms. Hensler as well as committee members will work on updating forms to include any new forms and update information from new rules.

c. Committee Processes
   i. The Board and committee members will work toward developing processes to streamline and expedite committee work.

d. Board Outreach (Adams Larsen/Board)
   i. Dr. Adams Larsen explained the need for outreach and noted that this year the board gave a presentation at NDPA as a means to perform outreach.
   ii. Updates from ASPPB
   iii. Planning—saved for 8/19

e. Updating Forms & Policy Manual (Ms. Hensler/Kolstoe/Adams Larsen)
   i. Renewals Process-Ms. Hensler provided a demonstration potential renewal forms. Dr. Adams Larsen and Ms. Hensler will work on developing new renewal forms and will send to other Board Members to test and provide feedback. The Board Office will include a note regarding the handling of checks to eliminate issues from last year.
   ii. Policy related to Reciprocity (Ms. Hensler)-Ms. Hensler explained that there is currently an applicant looking to apply using reciprocity. Dr. Adams Larsen explained the typical understanding of reciprocity and how reciprocity operates in North Dakota. Ms. Hensler will contact the applicant and discuss his options with him.

f. Credentialing Organizations- Ms. Hensler described the issues with Credentialing Organizations completing applications of behalf of applicants. The Board discussed its options. The Board will develop a policy banning applicants from having a third party complete applications on their behalf.

The meeting was adjourned at 4:56 PM.

Friday, August 19, 2016
The meeting resumed at 11:02 AM. Dr. Aasen joined the meeting.

4. Continuation of Special Topics from 8/18
   a. Reciprocity-Dr. Adams Larsen provided information regarding possible future reciprocity language.
   b. ASPPB EPPP Step 2 (Kolstoe/Kuchler) – The Board viewed a video from ASPPB regarding the EPPP2. The Board discussed the possibility of implementing EPPP2 in North Dakota. The Board noted discussed the potential issues the exam could cause in expediting licensing processes. Board members will attend ASPPB’s meeting and gather more information as well as communicate concerns with ASPPB directly.
   c. Planning—The Board discussed future goals for the Board, including online application processes, outreach to students and consumers, and ethics code.

5. Behavioral Health Info-Dr. Adams Larsen provided information about the testimony she gave on behalf of the Behavioral Health boards.

6. DPI-School Psychology Discussion (8/19 @ 1pm)
   a. Mr. Schaibley explained the current issue with School Psychology and the regulation of the practice in North Dakota and clarified that the Board should hope to reach an agreement with DPI and EPDB regarding the regulation of the profession. The Board aims to identify the scope of practice of School Psychologists, how the location of the practice is relevant to the regulation, and what the oversight mechanism is for this group.
   b. At 1 PM, the following individuals joined the meeting:
      Dr. Janet Welk - Educational Standards and Practices Board
      Robert Marthaller - DPI - Education Success and Community Support Asst. Superintendent
      Gerry Teevens - DPI - Special Education Director
      Robin Lang, Assistant Director in the Office of Teacher and School Effectiveness

NDSbpe meeting Minutes – Board Retreat-August 18-19, 2016

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c. The Board and visitors reviewed the current statutes and rules regarding School Psychologists and determined there are questions that should be answered and legislation that should be changed in order to clarify the regulation of these individuals.

d. The Board, DPI, and EDPB will each have a representative working with the others to continue this conversation and attempt to construct potential legislative changes to address these issues.

Dr. Welk, Mr. Marthaller, Ms. Teevens, and Ms. Lang left the meeting at 1:50 PM.

7. Regular Board Meeting Topics – (8/19 @ 3-4pm)
   a. Approval of Minutes
      i. Board Meeting-July 25, 2016-tabled for next meeting
      ii. Minutes Approved in Committee-Will be approved and signed in Committee Meetings.
         1. Applications Committee
         2. Examinations Committee
         3. Complaints Committee
   b. Reports from ASPPB meetings (Kolstoe/Kuchler)
      i. Drs. Kolstoe and Kuchler provided summaries of the 2016 ASPPB Mid-Year Meeting including information about Social Media in psychology and options for social media policy implementation.
      ii. PSYPACT-The Board discussed PSYPACT and the possibility of enacting the compact. The Board noted the possible expenses in enacting PSYPACT and will be conducting more research to make a decision.
   c. Elections
      i. President
         1. Dr. Kuchler nominated Dr. Adams Larsen for President. No further discussion or nominations. Dr. LaRocque moved to close nominations and unanimously elect MAL as President. All in favor, none opposed. Dr. Adams Larsen abstained. APPROVED.
      ii. Vice President
         1. Dr. LaRocque nominated Dr. Kuchler for Vice President. No further discussion or nominations. Dr. Aasen moved to close nominations and unanimously elect Dr. Kuchler as Vice President. All in favor, none opposed, Dr. Kuchler abstained. APPROVED.
      iii. Secretary
         1. Dr. Ulven nominated Dr. Kolstoe for Secretary. No further discussion or nominations. Dr. Adams Larsen moved to close nominations and unanimously elect Dr. Kolstoe as Secretary. No discussion. All in favor, none opposed, Dr. Kolstoe abstained. APPROVED.
   d. Committee Items/Recommendations for Board Action
      i. Operations/Secretary/General Inquiry/Board Office Items (Kolstoe/AdamsLarsen/LaRocque)
         1. Policy and Procedures Manual-Committees will work on developing ways to streamline their processes for the Policy Manual. The Applications Committee will now consist of Drs. Kolstoe and Ulven, and the Continuing Education Committee will consist of Drs. Adams Larsen and LaRocque and Ms. Olson.
         2. Office Management – The Board discussed the current contract for Office Management with ASPPB. The Board discussed the possibility of increasing the paid hours on the contract. Mr. Schiabley provided information about limitations of modifying the contract. Dr. Adams Larsen moved to have Mr. Schiabley renew the contract and add to the January agenda to revisit the contract in January. All in favor, none opposed, no abstentions. APPROVED.
         3. Scope of Practice - Energy Healing inquiry-The Board reviewed an inquiry regarding Energy Healing. Upon review, the Board determined the issue was more suited for the Chiropractic Board and Mr. Schiabley will forward them the inquiry.

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4. Planned training travel –
   a. Dr. Adams Larsen and Mr. Schaibley plan to attend FAROB in September/October.
   b. Dr. Adams Larsen will try to attend the ASPPB Annual Meeting in October if no one else is available.
   c. Dr. Ulven will consider attending the ASPPB Mid-Year Meeting in April.

ii. Applications Committee (Ulven/Aasen)
   1. To Sit for EPPP
      a. Dr. Stephanie Parisien—Dr. Ulven moved to approve. No discussion. Roll call vote: Dr. Ulven- yes, Ms. Olson- yes, Dr. Aasen- yes, Dr. Kolstoe- yes, Dr. LaRocque- yes, Dr. Kuchler- yes, Dr. Adams Larsen- yes. APPROVED.

   2. To Sit for Oral Exam
      a. Dr. Franco Peric-The Board discussed a concerning response on Dr. Peric’s application. Dr. Kuchler moved to approve to sit for Oral Exam and issue Provisional License pending clarification of answer to the satisfaction of the Applications Committee Chair. Roll call vote: Dr. Aasen- yes, Dr. Kolstoe- yes, Dr. LaRocque- yes, Dr. Kuchler- yes, Dr. Adams Larsen- yes, Dr. Ulven- yes, Dr. Olson- yes. APPROVED.
      b. Mr. Patrick Kellam—Dr. Ulven moved to approve to sit for the Oral Exam. No discussion. Roll call: Ms. Olson- yes, Dr. Aasen- yes, Dr. Kolstoe- yes, Dr. LaRocque- yes, Dr. Kuchler- yes, Dr. Adams Larsen- yes, Dr. Ulven- yes. APPROVED.

   3. Alyssa Suess-The Board discussed the review of Dr. Suess’ application, specifically questions regarding her education. Dr. Aasen and Dr. Ulven will review Dr. Suess’ Post-Doc hours and send information to Ms. Hensler.

iii. Complaints Committee (Kuchler/LaRocque)
   1. Flemmer—Dr. Kuchler stated that there has been no improvement in this complaint. Ms. Olson will attempt to contact the Police Department for further information.

iv. Examinations Committee (Olson/AdamsLarsen)-Dr. Adams Larsen and Ms. Olson are working on creating a Google Form for the PRE. They are working on developing questions and would love input from Board members on potential questions.

v. Outreach/Legislative (Kolstoe/AdamsLarsen)-Drs. Adams Larsen and Kolstoe will take the discussion regarding outreach to a committee meeting and work on developing ideas for outreach.

   1. Streamlining to reduce barriers and renewal fees-The Board discussed potential ways to streamline processes and the roles renewal fees play in the abilities of the Board to progress.

vi. Continuing Education Committee (Aasen/LaRocque)—Ms. Olson and Dr. Aasen found issues with all submissions, so they will discuss these in committee and send concerns to Ms. Hensler.

   1. Consent Agenda Items
      a. Essentia Health Fall Conference: Behavioral Health Solutions for the Healthcare Professional (submitted by Cassie Grubbe) for 6.5 hrs.—Issues with how he got the numbers
      b. North Dakota Legal and Ethical Issues for Mental Health Clinicians (submitted by Marie Lepeltier) for 6.25 hrs.
      c. Unified Summit; University of Nevada, Las Vegas (submitted by Kenneth Carlson) for 8 hrs.

8. Other Business Arising if Time Permits

NDsbpe meeting Minutes – Board Retreat-August 18-19, 2016

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

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a. Identify someone to be on committee with DPI and ESPB-Dr. Kolstoe will work with DPI and ESPB on behalf of the Board.

b. Scheduling next Board Meetings-Board members will check calendars and bring any unavailable dates to the September meeting. The Board will set dates at that time.

9. Dr. Adams Larsen adjourned the meeting at 4 PM.

Next Board Regular Meetings (noon CT to 1:00 pm): Sep 19, Oct 17, Nov 21, Dec 19, Jan 23, Feb 27, Mar 20, Apr 17, May 15, Jun 19

Committee Meetings: PLEASE LET THE BOARD OFFICE KNOW!

Oral Exams: October 10th (MON – it is Columbus Day), 2017: January 9 (WED), April 12th (MON), July 12th (WED).

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

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ND State Board of Psychologist Examiners  
Complaints Committee Agenda  
September 1, 2016 — 2:30 PM  
Originating from: 721 Memorial Hwy, Suite 6, Bismarck, ND 58504  
MINUTES

PRESENT: Dr. Christine J. Kuchler, Chair; Dr. Angie LaRocque

1. Call to Order
   The meeting was called to order by Dr. Kuchler at 2:28 PM.

2. Complaints
   a. Dr. Flemmer — Dr. Kuchler updated the committee on summary information shared with Ms. Taylor Olson, Board Member, who offered to follow-up with the ND Bureau of Criminal Investigation.
   b. Dr. Heston — Previously, the complaint of Melissa Killian received 4/27/16, Dr. Heston’s response dated 5/19/16 received from her attorney, additional complaint information received from Melissa Killian 5/16/16, Dr. Heston’s response to this additional material dated 5/31/16, and a memo from Dr. Leland Lipp, Dr. Heston’s former supervisor, received 6/6/16, were reviewed. Elements of the complaint were identified as: 1) Dr. Heston allegedly violated HIPAA by refusing to provide the complainant with copies of her clinical record upon request; 2) Dr. Heston allegedly violated confidentiality by including two individuals in a scheduled therapy session without Ms. Killian’s prior knowledge or consent, and giving them protected health information without permission; 3) Dr. Heston allegedly did not practice competently, misdiagnosing Ms. Killian, failing to improve her condition and indeed worsening it; and 4) Ms. Killian raised questions of Dr. Heston’s character by accusing her of lying. The Committee obtained a release of information from Ms. Killian to obtain the clinical records of Dr. Heston, and these were requested and received by the board office. The records were reviewed on this date and each element of the complaint was discussed. Conclusions of the committee were as follows:

      Element 1: It appears that Dr. Heston may have violated HIPAA by failing to release records on at least two occasions upon written client request and authorization (2/22/16 and 4/18/16).
      Element 2: There was no evidence of releases obtained to social services worker who attended therapy session on 3/4/16, or to the social services worker or victim advocate who attended a therapy session on 3/17/16.
      Element 3: There was no evidence of misdiagnosis or inappropriate treatment; in fact, Dr. Heston resisted requests to engage in inappropriate diagnosis ("Compulsive Liar") and practice re: client’s alleged “compulsive lying.”
      Element 4: There is no evidence of Dr. Heston engaging in lying to or attempting to deceive her client. In fact, she appears to have made consistent efforts to act in the best interest and welfare of her client.

   Recommendation: Dr. Kuchler moved to recommend to the full board that Dr. Heston appears to be in violation of HIPAA by failing to provide actual clinical records to the client after receiving written request and authorization to do so, and in violation of Standards 4.01 (Maintaining Confidentiality) and 4.05 (Disclosures) by there being no documentation of permission by the client to include two individuals in therapy sessions. Roll call vote: Dr. LaRocque: Yes. Dr. Kuchler: Yes. Motion passes.

   *It will be noted to the board that in regard to violation of Element 1, Dr. Heston appeared to be trying to act in accordance with ethical principles related to client welfare (Principle A, Beneficence and Nonmaleficence) and Avoiding Harm (Standard 3.04). The Committee encourages the board to take this into account in deciding the nature of any disciplinary action.

3. Committee Procedure Checklist
   As directed at the last full board meeting, the committee worked on developing a procedure checklist for inclusion in a board policy/procedure manual. Dr. Kuchler presented a draft checklist including recommended turnaround times for each step of the procedure. The draft was revised.

   Recommendation: Dr. LaRocque moved to approve the revised draft Committee Procedure Checklist for forwarding to the board office. Voice vote: Motion approved.

4. Approval of Minutes and Adjournment.
   Dr. LaRocque moved to approve the Minutes. Motion passed. Dr. Kuchler adjourned the meeting at 3:26 PM.

Submitted by: Christine J. Kuchler, Ph.D.
ND State Board of Psychologist Examiners
Complaints Committee Agenda
October 16, 2016—1:30 PM
Originating from: 721 Memorial Hwy, Suite 6, Bismarck, ND 58504
MINUTES

PRESENT: Dr. Christine J. Kuchler, Chair; Dr. Angie LaRocque

1. Call to Order
The meeting was called to order by Dr. Kuchler at 1:32 PM.

2. Complaints
   a. Dr. Roller (formerly Dr. Heston) – The board submitted four followup questions to Dr. Roller on 9/28/16. Her responses to these questions, received 10/11/16 (prior to deadline of 10/12/16), were reviewed. Regarding questions 1 and 2: Conclusions were that her privacy policy was sufficient with the minor exception of no effective date being specified. Regarding question #3, Dr. Roller explained that she never got to the point of explaining the review process for denial of records because the client did not come in again after the treatment summary was sent. She was prepared to do so as a next step. Regarding question #4: Dr. Roller did disclose PHI (appointment date and time) to investigators without a signed ROI. She did participate “in good faith in assisting in an investigation of suspected child abuse,” which she believed to be “another obligation under N.D.C.C. § 50-25.1-11.” In regard to the presence of third parties at the session, Dr. Roller justified this as verbally agreed to by the complainant at the time, and as the result of implied consent by Ms. Killian by participating in the sessions. 
   Recommendations: Dr. Kuchler moved to recommend to the full board that Dr. Roller receive further education regarding N.D.C.C. § 50-25.1-11, clarifying the distinction between mandatory reporting and investigative roles. It is also recommended that her license status as of March 4, 2016 be clarified, and that if she was still in Psychology Resident status at that time, that the role and advice of her designated supervisor be explored. Motion passed.

3. Approval of Minutes and Adjournment
Dr. LaRocque moved to approve the Minutes. Motion passed. Dr. Kuchler adjourned the meeting at 2:10 PM.

Submitted by: Christine J. Kuchler, Ph.D.
MINUTES

1. Call to Order
   a. Meeting called to order at 12:05 PM by Dr. Adams Larsen, Presiding
   b. Attendance: Dr. Adams Larsen-President, Dr. Kuchler- Vice President, Dr. Kolstoe-Secretary, Dr. LaRocque, Dr. Ulven, Mr. Schaibley-Board Attorney, Ms. Hensler-NDSBPE Board Office Staff.
   c. Dr. Aasen and Ms. Olsen were absent with regrets.

2. Minutes to be approved
   a. Board Meeting-July 25, 2016- Dr. Adams Larsen moved to approve. Three approved, none opposed, 2 abstained.
   b. Board Retreat-August 18-19, 2016-tabled

3. Committee Reports/Business
   a. Applications-no applications to review
   b. Complaints
      i. Flemmer (Olson)-tabled
      ii. Others?
         1. Recommendation for Dr. Heston- The board reviewed the findings of the Complaints Committee and decided to hold a special meeting to further discuss this complaint.
      iii. Open Records Requests – The Board has recently received a request from the Bismarck Tribune for information. Mr. Schaibley provided brief instructions on how open records requests should be handled. Mr. Schaibley will draft up a response for the Bismarck Tribune and send to Ms. Hensler for distribution to the Bismarck Tribune.
   c. Examinations (Olson/AdamsLarsen)- no updates
   d. Operations/Secretary/General Inquiry/Board Office Items (Kolstoe/AdamsLarsen/LaRocque)
      i. Bennett (Schaibley)*-Dr. Adams Larsen noted that Dr. Bennett settled his case. Dr. Bennett is a current applicant for licensure, so the applications committee will follow up on this item.
      ii. FORMS – RENEWALS – need approval for use-Ms. Hensler has sent the Board forms to review. Dr. Kolstoe is currently reviewing the forms and Dr. Adams Larsen will help update them with current information.
      iii. ON-LINE PAYMENT PROCESSING – need to decide for implementation this fall – Dr. Kolstoe has been contacting Wells Fargo regarding Echecks. Ms. Hensler will work on this with personal banker and send options to the Board.
      iv. ASPPB Contract – discussion and plan-tabled
   v. List of Licenses Issued – discussions and plan-tabled
   vi. License verifications-Dr. Adams Larsen and Ms. Hensler are working together to deal with invoicing and other license verification issues.
   e. Outreach/Legislative (Kolstoe/AdamsLarsen)
      i. Pre-file deadline and goals-Dr. Adams Larsen explained that the Board has the option to open law soon and address issues such as the expedited model of licensure and School Psychology issues. Dr. Adams Larsen and Dr. Kolstoe will begin the process of the law change and will meet to discuss options. If Board has any concerns or comments, they will let Dr. Adams Larsen know.
      ii. “Reciprocity” – EXPEDITED LICENSURE MODEL (from Beh. Health Boards Report)
      iii. Streamlining to reduce barriers and renewal fees

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iv. Newsletter review-tabled
f. Continuing Education Committee (Aasen/LaRocque)-Dr. LaRocque moved to approve all items except items two and ten. No further discussion. All in favor, none opposed, none abstained. APPROVED. Drs. Adam Larsen and LaRocque will look more closely at the items needing more information at the next committee meeting.
i. 3rd Annual ND Indian Education Summit (submitted by Nova Griffith) for 8 hrs.
ii. 15th Annual ND Indian Child Welfare & Wellness Conference (submitted by Nova Griffith) for 20 hrs.
iii. EMDR Basic Training (submitted by Tami DeCouteau) for 40 hrs.
iv. Essentia Health Fall Conference: Behavioral Health Solutions for the Healthcare Professional (submitted by Cassie Grubbe) for 6.5 hrs.
v. Full Day Introduction to Nurtured Heart Approach (submitted by Paul Dauphinais) for 6.5 hrs.
vi. North Dakota Legal and Ethical Issues for Mental Health Clinicians (submitted by Marie Lepeltier) for 6.25 hrs.
vii. Placebo Effects in Psychiatry (submitted by David Kuna) for 1 hr.
viii. PTSD: A Military Perspective (submitted by David Kuna) for 1 hr.
ix. Round Table on the Causes & Effects of Historical & Childhood Trauma in Native American Communities (submitted by Alana Semchenko) for 3.5 hrs.
x. Unified Summit; University of Nevada, Las Vegas (submitted by Kenneth Carlson) for 8 hrs.
xi. Whole-Brain Professional Series (submitted by Brianne Marion) for 9 hrs.
g. Special Topics
i. Behavioral Health Info – what more to consider re: legislative proposals
ii. DPI-School Psychology Plan-covered under law section

4. Board Retreat 2017 scheduling-Dr. Adams Larsen will send out a Doodle poll to determine the best date.
5. Other Business Arising if Time Permits
   a. Confirm Oral Exam dates-Dr. Adams Larsen will review the dates and sent out updated information.
   b. Newsletter draft-Dr. Kolstoe will send a draft of the Newsletter for the Board to review prior to distribution.
6. Adjourn-Dr. Adams Larsen adjourned the meeting at 1:11 PM.

Next Board Regular Meetings (noon CT to 1:00 pm): Oct 17, Nov 21, Dec 19, 2017; Jan 23, Feb 27, Mar 20, Apr 17, May 15, Jun 19

Committee Meetings: PLEASE LET THE BOARD OFFICE KNOW!

Oral Exams: October 10th (MON – it is Columbus Day), 2017: January 11 (WED), April 10th (MON), July 12th (WED), Oct. 9th (MON)
Special Meeting Minutes

1. Dr. Adams Larsen called the meeting to order at 12:07pm. In attendance were: Dr. Margo Adams Larsen, Dr. Christine Kuchler, Dr. Angela LaRocque, and Mr. Dave Schaibley.

2. Heston Complaint
   a. The board members present discussed further the investigation findings and elements identified by the Complaints Committee, previously presented at the regular Board Meeting.
   b. Mr. Schaibley shared legal input related to those findings.
   c. Discussion focused on obtaining additional information from the licensee in advance of the next Board meeting. Specific documentation to be sought relates to both the licensee’s release of client records and her efforts toward obtaining client consent.
   d. Complaints Committee Chair with input from legal counsel will draft and send a letter seeking further documentation from licensee.

3. Dr. Adams Larsen adjourned the meeting at 12:47pm, noting the next regular Board meeting is Oct. 17th, 2016 (not 19 as noted on the agenda).

Respectfully submitted by:
Margo Adams Larsen, Ph.D.
MINUTES

1. Dr. Adams Larsen called the meeting to order at 7:04 PM. Drs. Adams Larsen and Kolstoe were in attendance.

2. Drs. Kolstoe and Adams Larsen reviewed various statute revisions.

3. Dr. Adams Larsen adjourned the meeting at 8:55 PM.
MINUTES

1. Call to Order (Dr. Adams Larsen, Presiding)
   a. Meeting called to order at 12:03 PM.
   b. Attendance: Dr. Adams Larsen-President, Dr. Kuchler-Vice President, Dr. Kolstoe-Secretary, Mr. Schaibley-Board Attorney, Ms. Hensler- NDSBPE Board Office Staff.
   c. Dr. LaRocque joined later. Dr. Ulven joined at 12:14 PM.
   d. Ms. Olson was absent with regrets.

2. Minutes to be approved
   a. Special Board Meeting-September 27, 2016-Dr. Adams Larsen moved to approve pending deletion of word "is" at line 2(c). No further discussion. All in favor, none abstain, none opposed. APPROVED.
   b. Board Meeting-September 19, 2016-Dr. Kuchler suggested rewording to state Board decided to have a special meeting. Dr. Adams Larsen moved to approve pending Dr. Kuchler’s change. All in favor, none abstain, none opposed. APPROVED.
   c. Legislative Committee Meeting-October 3, 2016-Dr. Adams Larsen moved to approve. No further discussion. All in favor, none abstain, none opposed. APPROVED.

3. ASD Data Bank Request (12:00-12:10)-Dr. Adams Larsen asked for volunteers to assist the Department of Health with an ASD taskforce. Dr. Ulven volunteered to represent the Board.

4. Board Office Items (10 min)
   a. Risk Management-Ms. Hensler explained the bills from Risk Management. Mr. Schaibley clarified the purpose. Ms. Hensler will pay these bills and the Board will look into this further over the course of the next year.
   b. Tillman*-Dr. Adams Larsen provided a summary of Dr. Tillman’s application and current situation for the Board’s knowledge.
   c. ASPPB Contract Negotiation-Dr. Adams Larsen, Dr. LaRocque, and Dr. Kolstoe will have discussion about the ASPPB Contract at the next Office/Inquiries Committee Meeting and provide a recommendation to the Board.

5. Committee Reports/Business
   a. Applications
      i. To sit for the EPPP
         1. Dr. Caitlin Massop-Dr. Adams Larsen moved to approve to sit for EPPP. No further discussion. Roll call vote: Dr. Adams Larsen-yes, Dr. Kuchler- yes, Dr. Kolstoe- yes, Dr. LaRocque-yes, Dr. Ulven- yes. APPROVED.
      ii. To sit for the Oral Exam
         1. Dr. Jocelyn Soderstrom- Dr. Adams Larsen moved to approve to sit for Oral Exam. No further discussion. Roll call vote: Dr. Kuchler- yes, Dr. Kolstoe- yes, Dr. LaRocque- yes, Dr. Ulven-yes, Dr. Adams Larsen- yes. APPROVED.
         2. Dr. Amanda Storey- Clarification was provided that she was never licensed in another profession. Complaints committee will follow up on LMFT indication and bring a recommendation to the Board.

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b. Examinations- Oral Exam Recommendations- MAL moves to approve recommendation of all 5 on slate passing oral exams. No further discussion. Roll call vote: Dr. Kolstoe- yes, Dr. LaRocque- yes, Dr. Ulven- yes, Dr. Adams Larsen- yes, Dr. Kuchler- yes. APPROVED. Dr. Kolstoe will call and inform him that they passed.
   i. Dr. Fiana England-Iverson
   ii. Dr. Katie Nylander
   iii. Dr. Franco Peric
   iv. Conrad Hillman
   v. Patrick Kellam

c. Legislative
   i. DPI Follow-Up- Dr. Kolstoe provided a summary of the current law regarding DPI and School Psychology. Dr. Kolstoe provided two options of changes to make to this portion of the law. Dr. Kolstoe will work on this and consult all stakeholders.
   ii. CC Revisions- Dr. Adams Larsen and Dr. Kolstoe will get the suggested draft legislation to the Board to review.

d. Complaints-
   i. Roller (Heston)- Dr. Kuchler provided summary of Dr. Roller’s responses to our questions. Committee recommends that Dr. Roller receive further education clarifying distinction between mandatory reporting and investigative roles. Ms. Hensler will send to the Complaints Committee minutes out for everyone to review and the Board will come to a decision at the next Board Meeting.
   ii. Bennett- Dr. Bennett settled with the Court. The Applications committee will look into his current application and make a recommendation to the Board.
   iii. Others? Cavett- Due to Dr. Aasen’s resignation, Drs. LaRocque and Kolstoe will work on this together.

e. Continuing Education Committee (LaRocque/Olson/Adams Larsen)- Dr. Adams Larsen moved to approve 3, 4, 7, 9, 10, 11, 12, 13, 15, and 20 as submitted (hours match). No further discussion. All in favor, APPROVED. Dr. Adams Larsen moved to approved item 2 for 5.75, 5 for 2.75, 6 for 3.5, 8 for 5, 14 for 6, 21 for 15. No further discussion. All in favor. APPROVED. Articles do not need approval. Items approved by the Minnesota Board do not need approval. Items not mentioned did not have enough information.
   i. Behavioral Health Services All-Staff Conference (submitted by Sara Durbin) for 10.5 hrs.
   ii. Sanford Obesity Symposium (submitted by Carrie Brower-Breitweser) for 6 hrs.
   iii. Adventures in Ethics- Down the Rabbit (submitted by Carrie Brower-Breitweser) for 1 hr.
   iv. ABA & Psychiatric Services (submitted by Carrie Brower-Breitweser) for 3.5 hrs.
   v. Achieve: A Strength-Based Comprehensive Day Treatment Program (submitted by Carrie Brower-Breitweser) for 3.5 hrs.
   vi. A Behavioral Approach to ADHD (submitted by Carrie Brower-Breitweser) for 4 hrs.
   vii. Grand Rounds- Pornography & Child Abuse (submitted by Carrie Brower-Breitweser) for 1 hr.
   viii. Infant-Driven Feeding in the NICU (submitted by Carrie Brower-Breitweser) for 1 hr.
   ix. Boomers, Gen Xers, & Millenials: Challenges & Opportunities in Medical Education (submitted by Carried Brower-Breitweser) for 1 hr.
   x. Becoming a Better Preceptor (submitted by Carrie Brower-Breitweser) for 1 hr.
   xi. Pediatric Headaches (submitted by Carrie Brower-Breitweser) for 1 hr.
   xii. Research Bioethics (submitted by Carrie Brower-Breitweser) for 1 hr.
   xiii. Jail Suicide Prevention Seminar (submitted by Lisa Peterson-Gustafson) for 6.5 hrs.
   xiv. Opioid Symposium (submitted by Lisa Peterson-Gustafson) for 6.5 hrs.
   xv. Conscious Discipline: Creating a School Family (submitted by Leslie Rowan) for 12 hrs.
   xvi. Diversity in Clinical Settings (submitted by Stacey Hunt) for 3 hrs.
   xvii. Body Contouring after Bariatric Surgery (ARTICLE) (submitted by Jo Ellison) for 5 hrs.
   xviii. Meal Patterning in the Treatment of Bulimia Nervosa (ARTICLE) (submitted by Jo Ellison) for 5 hrs.

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xix. Individual Therapy Mode in DBT (submitted by Jo Ellison) for 13 hrs.
xx. Behavioral Health Solutions for the Healthcare Professional (submitted by Megan Spencer) for 6.5 hrs.
xxi. ND Fall Behavioral Health Conference (submitted by Jim Jacobson) for 15 hrs.

6. Other Business Arising if Time Permits
   a. Dr. Ellison-Mr. Shaibley clarified the ability for the Board to approve licensees to practice under a name other than their legal name. The Board Office will move forward to approve this request.
   b. Appointing new members- Tabled

7. Adjourn—Dr. Adams Larsen adjourned the meeting at 1:30 PM.

Next Board Regular Meetings (noon CT to 1:00 pm): Nov 21, Dec 19, 2017; Jan 23, Feb 27, Mar 20, Apr 17, May 15, Jun 19

Committee Meetings: PLEASE LET THE BOARD OFFICE KNOW!

Oral Exams: October 10th (MON – it is Columbus Day), 2017; January 9 (WED), April 12th (MON), July 12th (WED).

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Minutes

1. Call to Order (Dr. Adams Larsen, Presiding)
   a. Attendance: Dr. Adams Larsen-President, Dr. Kuchler-Vice President, Dr. Kolstoe-Secretary, Dr. Ulven, Dr. LaRocque, Mr. Schaibley-Board Attorney, Ms. Hensler-NDSBPE Board Office Staff
   b. Meeting called to order at 12:07 PM. Mr. Schaibley left at 1:33 PM.

2. Minutes to be approved
   a. Board Retreat-Aug. 18-19- Dr. Kolstoe moved to approve pending change suggested by Dr. Kuchler. All in favor. None opposed. None abstained. APPROVED.
   b. Board Meeting-Oct. 17-Dr. Kuchler moved to approve pending changes suggested. All in favor, none opposed. None abstained. APPROVED.

3. Immediate Business Items:
   a. CE Committee - Renewals and Committee Recommendations-Dr. Adams Larsen summarized the minutes from the CE Committee meeting. Board members provided feedback regarding the renewal process. Dr. Adams Larsen noted that licensees are welcome to attend our meetings for information prior to renewals.
   b. New Board Member Considerations-Drs. Kuchler and LaRocque will speak to Dr. DeCoteau to see if she is interested.
   c. Legislative-Dr. Kolstoe summarized the information that the Board has received about Legislative changes. The Board discussed the potential changes and options for making these changes. Dr. Adams Larsen moved that we move language forward without school psych component and pursue as a sponsored bill and allow Dr. Kolstoe to make substantive changes in order to do this. If Dr. Kolstoe cannot find sponsor by Dec. 3, will call special meeting to pursue agency bill. Any further discussion? None. All in favor. None opposed. None abstained. APPROVED.
   d. ASPPB Contract Negotiations-Drs. LaRocque, Adams Larsen, and Kolstoe will discuss and present information to the Board once they have any.

4. Complaints
   a. Report from Complaints Committee-Nothing to report.

5. Applications
   a. Dr. Storey-The Board Office will ask Dr. Storey to clarify this information.

6. Psych Resident Issues/Updates - tabled

7. School Psychology – continued discussion to next meeting

8. Other Items if Time Permits
   a. PSYPACT-The Board discussed PSYPACT and the possibility of including it in our Legislative changes. The Board discussed the potential benefits and issues with PSYPACT. No motions were made to proceed or vote against. The Board will watch to see how PSYPACT progresses and develops overtime. Tabled for future meetings.

9. Adjourn-adjourned at 1:34 PM.

Next Board Regular Meetings (noon CT to 1:00 pm): Dec 19, 2017; Jan 23, Feb 27, Mar 20, Apr 17, May 15, Jun 19
Committee Meetings: TBA
Oral Exams: 2017: January 9 (MON), April 12th (WED), July 12th, Oct. ??.
SPECIAL MEETING Minutes

1. Call to Order (Dr. Adams Larsen, Presiding) – 12:05pm
   a. Attending – Dr. Adams Larsen, Dr. Paul Kolstoe, Mr. Dave Schaibley,
   b. Joining during the call – Dr. Jon Ulven (12:15pm) Dr. Angela LaRocque (12:29pm)

2. Process for Applications and License Granting
   a. We have had urgency requests previously, and we followed our procedures as the timely issues were on
      the side of applicants not completing the application fully as opposed to our processing of the
      applications.
   b. Inquiry reply can include the referral to the ND Emergency Preparedness and Response System and the
      ND Department of Health to request access to the Health Alert Network for mental health crisis at
      Standing Rock. This would allow fast access to those who have indicated willingness to volunteer for such
      responses. The Board could also respond to this request by posting on website and sending out an email
      to licensees to alert them to the need for help and provide contact information for those interested in
      more information (Dr. LaRocque will find out if Rosa? Can provide information on who to contact.)
   c. Develop FAQ to outline process for urgent requests and incorporate the indirect practice process per
      NDCC 43-51-03.1. – The board will consider this at another meeting.
   d. Urgent response to granting Limited Practice Certificates for the Standing Rock Situation – The board
      discussed various mechanisms to speed this approval process for those coming to ND to provide mental
      health crisis care related to Standing Rock Protests. In addition, the board can look at adopting a process
      for general Limited Practice requests at a future meeting.
      i. MAL moves For Limited Practice requests for providers responding to the Standing Rock mental
         health crisis, the board delegates the approval of limited practice certificates to the applications
         committee to approve if there are no concerns.

3. Review Legislation
   a. Discussion of process for the Bill Draft – Mr. Schaibley wanted to alert the board to the distinct version of
      the HB versus full law that we saw for the last meeting. Substance is the same.

4. Adjourn 1:05pm.

Next Board Regular Meeting (noon CT to 1:15pm): Dec. 19

Where noted, the discussion on some of the above topics may be held in executive session rather than during the portion
of the meeting that is open to the public. If this is a regular meeting, additional topics may be discussed. If this is a special
or emergency meeting, the governing body’s discussion will be limited to the topics and executive sessions listed above
1. Call to Order (Dr. Adams Larsen, Presiding)
   a. Dr. Adams Larsen called the meeting to order at 12:02 PM
   b. Attendance- Dr. Adams Larsen-President, Dr. Kuchler-Vice President, Dr. Kolstoe-Secretary, Dr. Ulven, Dr. LaRocque, Mr. Schaibley-Board Attorney, Ms. Hensler-Board Office Staff Representative.

2. Minutes to be approved
   a. Board Meeting-Nov. 21- Dr. Kuchler moved to approve. No further discussion. All in favor, none opposed, none abstained. APPROVED.
   b. Special Meeting Minutes-Dec. 5-Tabled for next meeting

3. Board Office Items
   a. Filling Open Member Slot-The Board discussed potential new members for the Board. If members can think of someone to fill the position, particularly on the Western side of the state, please speak to them. The Board will discuss potential new members at the Oral Exams on Jan. 9th.
   b. ASPPB Contract Negotiation-The Board discussed what information is needed to make a decision. Dr. Adams Larsen and Ms. Hensler will work to assemble information about the Board Office needs in preparation for the January meeting.
   c. Renewals Update-Ms. Hensler provided an update on the renewal process.

4. CE Requests-Tabled for next meeting

5. Complaints
   a. Report from Complaints Committee-Dr. Kuchler stated the Complaints Committee has nothing to report. Dr. Kolstoe stated that he could consult with Dr. Aasen on the Special Complaints Committee to close their investigation. Dr. Adams Larsen moved to access past Board member to assist in completing complaint. No objections.

6. Applications-
   a. Ms. Johnson-Dr. Ulven moved to approve to sit for Oral Exam. No further discussion. Roll call vote-Dr. Kuchler-yes, Dr. Ulven-yes, Dr. Kolstoe-yes, Dr. Adams Larsen-yes, Dr. LaRocque-yes. APPROVED.
   b. Dr. Nieves-Dr. Ulven provided some questions he had about the application to the Board. Dr. Ulven will send the questions to the Board Office for Ms. Hensler to distribute to Dr. Nieves.
   c. Dr. Storey-Dr. Kuchler moved to approve Dr. Storey for Oral Exam pending receipt of corrected PLUS application without credential. Dr. Ulven-recuse, Dr. Kolstoe-yes, Dr. Adams Larsen-yes, Dr. LaRocque-yes, Dr. Kuchler-yes. APPROVED.
   d. Dr. Jill Straits-Limited Practice App-Dr. Ulven moved to approve for Limited Practice Certificate. Dr. Kolstoe-yes, Dr. Adams Larsen-yes, Dr. LaRocque-yes, Dr. Kuchler-yes, Dr. Ulven-yes. APPROVED.

7. Legislative Items-Legislative Items-Dr. Kolstoe provided a summary of the Behavioral Health Department’s bill SB2038 on discipline hierarchy through Tiers he sent to the Board through e-mail. The Board appreciates the assistance of Senator Anderson and Representative Blum sponsoring the NDSBPE bill. Dr. Kolstoe explained that the State has a website for tracking State has bill tracking webpage in case you would like to track the progress, and he will help anyone set up the tracking who would like to.

8. Other Items if Time Permits
9. Adjourn-Dr. Adams Larsen adjourned the meeting at 12:58 PM.

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**Committee Meetings:** TBA

**Oral Exams: 2017:** January 9 (MON), April 12th (WED), July 12th, Oct. ??.

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