

nd state board of psychologist examiners

Monday, June 24, 2024 @ 12:00-1:30pm pm

Location: 2900 E. Broadway Ave., Suite #1, Bismarck, ND

Minutes

1. **Call to Order & Attendance** (Renee Boomgaarden, PhD, Presiding, meeting called to order at 12:00pm)

Roll Call:

Present: Dr. Renee Boomgaarden, Dr. Paul Kolstoe, Gary Wolsky, Dr. Jennifer Krance, Dr. Ed Kehrwald, Dr. Angela LaRocque, Dr. Sara Quam, Brian Barrett, APT

Absent: Dr. Hertler

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

3. **BOARD BUSINESS**

a. **Complaints***

i. Complaints

Dr. Whitcomb: No reply to date.

ii. Inquiries Discipline

b. **Applications Coordinator*** (Dr. Kehrwald / Dr. Boomgaarden)

i. Sit for EPPP:

Sit for Oral Exam

The Board reviewed the previous approvals and Brian will review and contact anybody who needs to take the oral exam.

ii. For Limited Practice

Jeffrey Lee: Approved 6/06/24

iii. 4 - Month Resident Letters issued

iv. Open Application Files Needing Board Action or Discussion.

v. Provisional License Status Letters issued since last meeting

NDSBPE *** MEETING AGENDA

1

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

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

nd state board of psychologist examiners

Alision Lass: Approved 6/17/2024

Board requested that Brian prepare a spreadsheet identifying provisional licensees

- vi. List of Application Initiation Forms received since last meeting.
- vii. List of Supervision Notification Forms received since last meeting.
- viii. Business Items
 - 1. Psypact commissioner

Board will follow-up with Dr. Quam

- 2. Board Study
- 3. Biennial Report
- 4. Computers

Dr. Paul Kolstoe continues to work on this.

- 5.. Meeting with Labor Commissioner/labor Department questionnaire

*July 11th at 1pm in the Sakakawea room was confirmed
Dr. Kolstoe will see if he can find anything referencing Military Members.
Brian will put together a list of Provisional licensees
Brian will locate the completed questionnaire from the Labor Commissioner.*

- 6. Administrative rules change
- 7. Primary Care office survey
- 8. Expiring terms and ASPPB discussion regarding retiring from Boards
- 9. Licensee survey

Matt Menge received a request from the VA inquiring about a list of all licensed psychologists. The Board discussed what type of information can be released? The Board discussed providing work mailing addresses but not email addresses. The Board also talked about whether or not to list business phone numbers. It was decided to discuss these issues with AAG Matt Menge.

- 10. APT

Bridget Dowling is no longer with APT, Inc. Brian Barrett will be taking her position.

c. Legislative Coordinator (Dr. Kolstoe) Administrative Rules changes

NDSBPE *** MEETING AGENDA

2

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

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

nd state board of psychologist examiners

d. Board Office Coordinator (Dr. Boomgarden)

- i. Monthly Finance Report and Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.)
- ii. Board office contact
- iii. Teams chat issue
- iv. Red Tape Reduction
- v. NPDB membership
- vi. Fiscal notes

e. Outreach/Training Coordinator

- i. ASPPB Annual meeting
Licensing Board Seminar
- ii. Training priorities

Outreach Updates

- i. Suggested website updates/changes
Organization of web presence and new platform

f. Continuing Education Coordinator (Dr. LaRocque)

Consent Agenda: May 2024 and June 2024

Dr. LaRocque advised that this includes everything but the ND Psych Association. She discovered that courses disappear from CE Broker if they are not reviewed within 10 days. Brian will review CE Broker and provide more information.

Dr. Boomgaarden: Motion to approve the Consent Agenda presented by Dr. LaRocque

Roll Call:

Dr. Kolstoe-Aye

Dr. LaRocque-Aye

Dr. Kehrwald-Aye

Mr. Walsky-Aye

Dr. Krance-Aye

Dr. Quam-Aye

Dr. Boomgaarden-Aye

CE tracking meeting

CE approval request

Dr. Kolstoe stated that he attended a conference and discovered that, if it's already approved by another source, you can do it directly yourself. Dr. LaRocque: indicated that she received notification from CE Broker that Dr. Kolstoe's CE's were entered.

nd state board of psychologist examiners

The Board discussed doing an “email blast” to all licensees encouraging them to submit CE’s right away. This will allow for more time for troubleshooting.

Dr. Kolstoe asked if all Board members were on the NDPA List Serve? Dr. Boomgaarden, Dr. Quam and Dr. Krance advised that they are not on this list. Dr. Kolstoe will double check and send an email.

Dr. Kolstoe inquired about the TEAMS Login? Dr. Kehrwald, Gary Walski, Dr. Hertler and Dr. LaRocque will need an account and added to TEAMS. Brian will contact ND ITD about this. The Board will discuss this in greater detail in July.

g. Examination Coordinator: Dr. Krance

Oral Exams:

The Board reviewed past meeting minutes and determined there are no provisional applicants who are approved to take the orals on July 11th 2024

h. Budget Coordinator (Dr. Kolstoe)

- i. Financial Planning = estimating

4. NEW BUSINESS

- a. COVID-19
- b. Approve minutes from Board Meeting 05/20/2024

*The Board reviewed the 5/20/2024 meeting minutes.
Dr. Boomgaarden made a motion to approve the May 20th minutes.*

Roll Call Vote:

Dr. Quam: Aye
Dr. Kehrwald: Aye
Dr. Boomgaarden: Aye
Dr. Walsky: Aye
Dr. Kolstoe: Aye
Dr. Krance: Aye

Dr. LaRocque was not present during the 5/20/24 meeting so she did not vote.

- c. Albertson’s Consulting

- d. Board Retreat

*This will be on July 11th and start at 8:30am
Board members were encouraged to bring computers
The Board discussed their regular monthly meeting time and will review further during the July meeting.*

NDSBPE *** MEETING AGENDA

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

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

nd state board of psychologist examiners

5. SPECIAL TOPICS

- a. School Psychology (Dr. Kolstoe)
- b. DOH Autism Advisory Group (Dr. Boomgaarden)
- c. Child Support Enforcement Meetings / Mr. Schaibley)

6. Other Business Arising – time permitted

7. Adjourn

Next Board Regular Meetings (noon CT to 1:15 pm):

2024 DATES: JAN 17, Feb. 26, March 18, April 15, May 20 June 17, July-11, August 19, September 16, October 21, November 18, December 16

Board Office Meetings:

2024 DATES: MEETS AS NEEDED ON SELECTED FRIDAYS IN 2024 AS ANNOUNCED

Oral Exams:

TBD

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).