

nd state board of psychologist examiners

Monday, October 28, 2024 @ 12pm

Location: Virtual only

Meeting Minutes

1. Call to Order & Attendance (Renee Boomgaarden, PhD, Presiding)

Roll Call:

Dr. Renee Boomgaarden: President Presiding

Dr. Paul Kolstoe

Dr. Chris Hertler

Dr. Angela LaRoque

Dr. Ed Kehrwald

Mr. Gary Wolsky

Dr. Sara Quam

Dr. Jennifer Krance

Mr. Brian Barrett, APT, Inc

Mr. Matt Menge, AAG

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

- **AAG Matt Menge advised the Board to discuss the complaints below in an Executive Session. Dr. Boomgaarden Made the following announcement: With legal authority of the ND Century Code 43-32-27.1 we will convene an Executive Session. It will be recorded, and all members of the governing body are reminded to limit their announced topic. Any collective decision, collective comment or other final action by the governing body must occur after it is reconvened in an open meeting. Unless final action is specifically required by the law to be taken during the Executive Session.**
- Dr. Whitcomb
 - **No response to the Certified letter mailed 10/02/24.**
 - **No response to JS complaint, No response to 10/17/2024 emails**
 - **Dr. Kehrwald made the following motion: Since the Board has not received a response from Dr. Whitcomb, the Board shall proceed with a temporary suspension of his license based ethical provision 43-32-27.1 (g) and**

NDSBPE *** MEETING AGENDA

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Principal E, fidelity and responsibility 3.09 Cooperation with other professionals. In addition, 1.06 Cooperation in Ethics Investigations. Also, statutory provision 43-32-27.1 subsection 3 which requires a licensee or psychology resident who is subject to an investigation by the Board to fully cooperate with the investigation.

- The suspension depends on his contact with the Board.
 - Roll Call Vote: All Aye
 - AAG Matt Menge will create a letter and forward this to Brian.
- Dr. Kolstoe
 - Received response to KW complaint.
 - AAG Matt Menge advised the Board to ask Dr. Kolstoe to leave the meeting so the Board can discuss the complaint. Dr. Kolstoe complied with the Board's request to leave the meeting.
 - Matt Menge advised the Board of Article 115-05 Quasi-Judicial Proceedings The purpose of this is to eliminate the appearance of bias to a reasonable person. He also reviewed the definition of "potential conflict of interest". He also focused on "a relationship in a private capacity" and what this means. Matt Menge asked Board members to notify him if they think they have a relationship in a private capacity with Dr. Kolstoe. If so, there is additional paperwork to be completed for the Ethics Commission for the disclosure of potential conflict.
 - No Board member indicated they had a conflict of interest
 - Matt Menge asked if there is any Board member who feels that their relationship with him will effect their ability to act impartially?
 - No Board member indicated their relationship would hinder their ability to act impartially.
 - Further discussion on the complaint was tabled until Matt Menge can complete the appropriate paperwork for the Ethics Commission.
 - Dr. Quincer
 - Received attorney response to VJW complaint.
 - The Board's investigator is in the process of reviewing the response and will discussing this in detail in the November 25th meeting.
 - Dr. Hanson
 - Received attorney response to VJW complaint.
 - The Board's investigator is in the process of reviewing the response and will discuss this in detail in the November 25th meeting.
 - Dr. Wenstrom
 - Received notification of representation concerning BD complaint
 - The Board received Dr. Wenstrom's response and the Board's investigator is in the process of examining the response.

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- **Dr. Jackson**
 - Need response to EED complaint
 - The Board will review once the response received
 - **Dr. Luger**
 - Need response to EED complaint
 - The Board will review once the response is received.
 - **Dr. Yeager**
 - Need response to EED complaint
 - The Board will review once the response is received.
- ii. Inquiries
Discipline
- b. Applications Coordinator* (Dr. Kehrwald / Dr. Boomgaarden)
- i. Sit for EPPP:
- **Dr. Cortney Atkins**
 - Resident license issued on 04/11/24
 - Completed PLUS on 10/23/2024
 - Dr. Boomgaarden made the motion for Dr. Atkins to take the EPPP.
 - Roll Call Vote: All Aye
- Sit for Oral Exam
- **Dr. Sarah Norbeck**
 - Provision issued on 7/21/2024
 - PLUS completed on 10/02/2024
 - Dr. Boomgaarden made the motion for Dr. Norbeck to take the Oral Exam
 - Roll Call Vote: All Aye
- ii. For Limited Practice
- **None since last meeting**
- iii. 4 - Month Resident Letters issued
- **Dr. Summer Lardy: Resident License issued on 10/15/2024**
- iv. Open Application Files Needing Board Action or Discussion.
- **Pre-Doctorate Internship Application:**

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- **Hailey Ellingson – completed a supervisory notification only**
- v. Provisional License Status Letters issued since last meeting
 - **Dr. Scott Krebs**
 - **Issued 09/26/2024**
- vi. Provisional Licenses that have expired since last meeting
 - **Dr. Mary Jeffres: provisional expires on 11/17/24, PLUS not yet completed**
- vii. List of Application Initiation Forms received since last meeting.
 - **Dr. Rachel Wininger: Provisional License issued 9/26/24**
 - **Dr. Summer Lardy: Residency License issued 10/15/24**
- viii. List of Supervision Notification Forms received since last meeting.
 - **Dr. Summer Lardy: Supervised by Dr. Gillian Freeborn**
 - **The Board discussed a question that was proposed regarding a “back-up” supervisor and if the notification form needs to be completed? The Board concluded that the primary supervisor is ultimately responsible and the tertiary supervisor does not need to complete the form.**
- viii. Business Items
 1. Psypact commissioner
 2. Computers, emails, Teams
 3. Procedure Manual
 4. CE Broker issues
 - **Update on Wells Fargo security around bank account number**
 - **Brian explained that CE Broker wrote a check to the Board a check.**
 - **The Board agreed that this process is acceptable for the time being.**
 - **Update on possible training for licensees on CE Broker.**
 - **Upon discussion, the Board will require those who are audited to put CE’s into CE Broker.**
 - **Dr. Kolstoe volunteered to offer technical assistance for licensee’s having difficulty with CE Broker.**
 - **Dr. Kolstoe will work with Brian regarding a Q&A for the website.**
 - **Discussed presenting this at NDPA.**
 - **Dr. Kehrwald reminded the Board that it agreed to grant \$5,000 to help fund education, educational courses/training for NDPA.**
 5. Open Meeting issues
 6. NPDB renewal
 - 7 Department of Commerce & Workforce Development Council questionnaire
 - **Complete**

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- 8. Expiring terms and ASPPB discussion regarding retiring from Boards
- 9. APA Master's Accreditation

- **Update regarding letter to be sent to all licensees.**
 - **Dr. Boomgaarden will table this until after the ASPPB conference. Currently, there is nothing to update.**

10. ASPPB update on EPPP

- **Dr. Boomgaarden advised that EPPP will now have only one exam that will include aspects of EPPP 1 and EPPP 2.**

c. Legislative Coordinator (Dr. Kolstoe)

- **New Administrative Rules went into effect October 1st**
 - **Dr. Kolstoe Discussed the application process for the internship program and advised that this could be done in two different ways:**
 - **First, the internship program identifies their intern and submits this to the Board in one document. Dr. Kolstoe created a draft of this document**
 - **The second option requires a completed application to be sent to the Board. This Board will then need to request numerous documents from the internship which are identified in the ND Administrative Rules.**
- **Dr. Kolstoe recommended that the Board work with one of the programs by giving them his "draft" to be completed with the understanding that this would not be a guarantee that it is approved by the Board. Dr. Kolstoe suggested that this be "piloted" in this manner.**
 - **Dr. Boomgaarden and Dr. Kolstoe asked the Board if there was any objection to moving forward with this option (i.e., internship submitting in one document).**
 - **There was no objection from any Board members**
 - **Dr. Kolstoe will check with Sanford about this.**

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 meeting
Licensing Board Seminar
- ii. Training priorities

Outreach Updates

- i. Suggested website updates/changes

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Organization of web presence and new platform

f. Continuing Education Coordinator (Dr. LaRocque)

i. Consent Agenda

- **Update from Dr. LaRocque**
 - **Dr. LaRocque provided an update. Currently, all CE's have been approved.**

ii. CE approval requests submitted via CE Broker

g. Examination Coordinator (Dr. Krance).

i. Oral Exams

- **The Board discussed oral exams with AAG Matt Menge. Although Oral Exams should be posted as a public meeting, the exam itself is held in an Executive Session. The vote by the Board needs to be after the Executive Session and during the public meeting.**
- Dr. Samantha Oliver
 - **Dr. Boomgaarden made the motion to approve Dr. Oliver for licensure**
 - **Vote: All Aye**
- Dr. Alexander Zeitchick
 - **Dr. Boomgaarden made the motion to approve Dr. Zeitchick for licensure.**
 - **Vote: All Aye**

h. Budget Coordinator (Dr. Kolstoe)

i. Financial Planning = estimating

- **Review financials**
 - **Dr. Kolstoe reviewed the financials**

4. NEW BUSINESS

a. COVID-19

b. Approve minutes from Board Meeting

- **09/23/2024 minutes**
 - **Dr. Boomgaarden made the motion to approve the minutes**
 - **Vote: All Aye**
- **Next Board meeting will be November 25th @ 12pm CST**

c. Albertson's Consulting

- **Brian advised that Dr. Krance communicated a concern about the database requiring a social security number when logging for the renewal. Board members were not aware of this.**
- **Brian will contact Albertson's about this.**

d. Post Doc hour counting toward licensure

e. Tele supervision vs. face to face supervision requirement?

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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

- Matt Menge
 - Discuss appointment of a neutral reviewer
 - **AAG Matt Menge discussed having a neutral reviewer with the Board. Typically, the neutral reviewer is legal counsel. He recommended that the Board make a motion to appoint a neutral reviewer such as the Board's legal counsel.**
 - **Dr. Boomgaarden made the motion to appoint the Board's legal counsel as the neutral reviewer.**
 - **Roll Call Vote: All Aye**

7. Adjourn

- **1:25pm**

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 12, September 16, October, November, December.

Board Office Meetings:

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

Oral Exams:

TBD

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