

# nd state board of psychologist examiners

Monday, December 9, 2024 @ 12pm

Location: Virtual only

## Meeting Minutes

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

#### **Present:**

Dr. Boomgaarden – president presiding

Dr. Krance

Dr. Kehrwald

Dr. Kolstoe

Dr. Hertler

Dr. LaRocque

Mr. Wolsky

Mr. Barrett, Apt. Inc

Mr. Matt Menge, AAG

#### **Absent:**

Dr. Quam

### 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\*

- **The Board discussed several of 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. Kolstoe was excused from the Executive Session from 12:45 to and did not return until 12:55pm.**
- **The Board moved out of Executive session at 12:53 pm.**

#### i. Complaints

#### 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

- **Dr. Behrensberg**
  - Brian Barrett advised the Board that he received a call from the complainant indicating she is mailing additional information about the complaint and the Board should be receiving it this week.
  - The Board decided to table this complaint until the additional information is received.
- **Dr. Whitcomb**
  - The Board reviewed Dr. Whitcomb's response and discussed it during the Executive Session. They also discussed Dr. Whitcomb's renewal application.
    - Dr. Boomgaarden made the motion to have Matt Menge send Dr. Whitcomb a "conditional approval agreement".
      - Vote:
      - Dr. Kolstoe: Aye
      - Dr. Krance: Aye
      - Dr. Kehrwald: Aye
      - Dr. Boomgaarden: Aye
      - Dr. LaRocque: Aye
- **Dr. Wenstrom**
  - The Board Reviewed Dr. Hertler's report in Executive Session
  - Dr. Boomgaarden made the motion to dismiss the complaint against Dr. Wenstrom.
    - Vote:
    - Dr. Boomgaarden: Aye
    - Dr. Krance: Aye
    - Dr. Kolstoe: Aye
    - Dr. Kehrwald: Aye
    - Dr. LaRocque: Aye
    - Motion passed 5-0
- **Dr. Kolstoe**
  - The Board discussed the complaint with AAG Matt Menge during Executive session. Dr. Kolstoe was excused from the meeting during this time.
  - The Board returned from Executive session at 12:53pm but Dr. Kolstoe was not invited back to the meeting until the Board finalized the motion and vote below.
  - Dr. Boomgaarden made the motion to dismiss the complaint against Dr. Kolstoe
    - Vote:
    - Dr. Kehrwald: Aye
    - Dr. Krance: Aye
    - Dr. Boomgaarden: Aye
    - Dr. LaRocque: Aye
    - Motion passed 4-0

# nd state board of psychologist examiners

- **Dr. Books**
  - **The Board will review once Dr. Brooks' response is received.**
- **Dr. King**
  - **The Board will review once Dr. King's response is received.**

## ii. Inquiries Discipline

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

#### i. Sit for EPPP:

- **Nobody at this time**

#### Sit for Oral Exam

- **Nobody at this time**

#### ii. For Limited Practice

- **None since last meeting**

#### iii. 4 - Month Resident Letters issued

- **None since last meeting**

#### iv. Open Application Files Needing Board Action or Discussion.

#### v. Provisional License Status Letters issued since last meeting

- **None since last meeting**

#### vi. Provisional Licenses that have expired since last meeting

- **None**

#### vii. List of Application Initiation Forms received since last meeting.

- **None**

# nd state board of psychologist examiners

viii. List of Supervision Notification Forms received since last meeting.

- **None**

viii. Business Items

1. Psypact commissioner
2. Computers, emails, Teams
3. Procedure Manual
4. CE Broker issues
5. Open Meeting issues
6. NPDB renewal
- 7 Department of Commerce & Workforce Development Council questionnaire
8. Expiring terms and ASPPB discussion regarding retiring from Boards
9. APA Master's Accreditation
10. ASPPB update on EPPP

c. Legislative Coordinator (Dr. Kolstoe)

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  
Organization of web presence and new platform

f. Continuing Education Coordinator (Dr. LaRocque)

- i. Consent Agenda
  - **Dr. LaRocque provided an update**
  - **Dr. LaRocque will work with Brian regarding the random audit list.**
- ii. CE approval requests submitted via CE Broker

g. Examination Coordinator (Dr. Krance)

## NDSBPE \*\*\* MEETING AGENDA

4

**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

## i. Oral Exams –

- **1 person (Dr. Norbeck) set for January 15<sup>th</sup>.**

## h. Budget Coordinator (Dr. Kolstoe)

## i. Financial Planning = estimating

## 4. NEW BUSINESS

### a. COVID-19

### b. Approve minutes from Board Meeting

- **11/25/2024 minutes**
- **Dr. Boomgaarden made the motion to approve the meeting minutes.**
- **Vote: All Aye**

### c. Albertson's Consulting

- **Passwords were created for Dr. Boomgaarden and Dr. Kehrwald.**
- **Dr. Kehrwald completed the renewal application review in the database.**
- **Change the renewal application so there are not duplicate responses to questions.**

### d. Post Doc hour counting toward licensure

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

## 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

- **2025 Meeting dates**
  - **January 15<sup>th</sup> 2025 Meeting:**
  - **Regular meeting @ 12pm CST**
  - **Oral Exam @ 11am CST**

## 7. Adjourn

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

2025 DATES: JAN 15<sup>th</sup> 2025,

Board Office Meetings:

2025 DATES: MEETS AS NEEDED ON SELECTED FRIDAYS IN 2025 AS ANNOUNCED

## 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).