

nd state board of psychologist examiners

Monday, July 14, 2025 @ 8am

Meeting Minutes

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

- Present:
 - **Dr. Boomgaarden: President Presiding**
 - **Dr. LaRocque**
 - **Dr. Krance**
 - **Dr. Kolstoe**
 - **Dr. Kehrwald**
 - **Mr. Wolsky**
 - **Mr. Matt Menge: AAG**
 - **Mr. Brian Barrett: Apt, Inc**
- Absent
 - **Dr. Sara 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*

i. Complaints

- **Dr. Whitcomb – Status Review**
 - **Review information from Dr. Eaton**
 - **Amended Settlement Agreement**
 - **The Board reviewed the above information and concluded that it will be best to wait for the final report before making a decision.**
- **Dr. Brenda King – PH follow-up complaint**
 - **Review complaint and additional documents**
 - **The Board's complain investigator, Dr. Chris Hertler, is in the process of reviewing the presented complaint, material.**
 - **The Board requested that the new information be forwarded to Dr. King**

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

for her response.

- ii. Inquiries
Discipline

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

i. Sit for EPPP:

- **Dr. Charlotte Williams**
 - **Needs to re-take EPPP**
 - **Extension of Resident License (expires on 8/05/2025)**
The Board approved Dr. Williams for the re-take of the EPPP and the extension of her Resident License.

Sit for Oral Exam

- **Question Set 3**
 - **Dr. Lauren Weathers:**
9:00am CST
 - **Dr. Lynn Petras**
9:45am CST
 - **Dr. Logan Smith**
11:00am CST

ii. For Limited Practice

- **None**

iii. 3 - Year Resident Letters issued

- **Dr. Jennifer Walker**
 - **Issued 6-24-2025**

iv. Open Application Files Needing Board Action or Discussion.

- **Mary Jeffres – Provisional Licensure application review**
 - **The Board approved Dr. Jeffres Provisional License.**
 - **The Board requested that Brian reach out to ASPPB about the CPQ being used**

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

in place of the PLUS application.

- The Board also requested that Brian reach out to Dr. Jeffres about being licensed in another state.

- **Sheila Hanson – Resident License**

- Issued: 9/13/2022
- Expires: 9/13/2025
 - The Board was notified that Dr. Hanson did not receive information about the PLUS application and ASPPB was not contacted by the prior Board manager.
 - The Board discussed the situation and agreed that they will work with Dr. Hanson regarding the PLUS application.

- **Nicole Johnson – Resident License**

- Review initial application
 - The Board reviewed the application and approved Dr. Johnson's Resident License

- **Dr. Raeann Anderson – Renewal**

- Initially licensed on 1/20/2021
 - The Board reviewed and approved Dr. Anderson's renewal.

v. Provisional License Status Letters issued since last meeting

- **None**

vi. Provisional Licenses that have expired since last meeting

- **Dr. Morgan Juel**

- Expires 8/05/2025
 - The Board requested an update regarding progress on the PLUS application.
 - An extension will be granted if started prior to 8/05/2025

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

- **Dr. Jennifer Walker – Resident**
- **Dr. Mary Jeffres – Provisional**
- **Dr. Nicole Johnson-Resident**

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

nd state board of psychologist examiners

- **Hailey Ellingson – Predoctoral Internship**

viii. Business Items

1. Psypact commissioner
2. Computers, emails, Teams
3. Procedure Manual
 - **Review and discuss**
 - **Dr. Kolstoe will review the current copy of this manual and identify information that could be viewed as unnecessary and bring this to the next Board meeting.**
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)

- **Will need to review SB2395 Mandates during the July 14th Retreat**
 - **Jurisprudence exam being offered 1x per month**
 - **How does this effect the Oral Exam starting on August 1st ?**
 - **The Board decided that the Oral Exam will be offered during the regularly scheduled monthly meeting and offered quarterly (depending on the need of the applicant).**

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

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

f. Continuing Education Coordinator (Dr. LaRocque)

i. Consent Agenda

ii. CE approval requests submitted via CE Broker

g. Examination Coordinator (Dr. Krance)

- **Oral Exams July 14th 2025**
- **Question Set 3**
 - **Dr. Lauren Weathers:**
9:00am CST
 - **Dr. Lynn Petras**
9:45am CST
 - **Dr. Logan Smith**
11:00am CST
 - **The Board moved into Executive session during each exam listed above.**
 - **Upon the exiting of the Executive Session, the Board assessed the outcome of each exam by voting as follows:**
 - **Dr. Weathers: All Board members voted Aye regarding the passage of the oral exam.**
 - **Dr. Petras: All Board members voted Aye regarding the passage of the oral exam.**
 - **Dr. Smith: All Board members voted Aye regarding the passage of the oral exam**

h. Budget Coordinator (Dr. Kolstoe)

i. Financial Planning = estimating

- **Review Financials**
 - **Big Picture**
 - **The Contract is a 3 year contact and set to expire at the end of the year.**
 - **Brian advised that Albertsons/Big Picture is reviewing the contract to see what can be “re-structured” regarding the price of the database/website.**
 - **This information will be brought to the August 18th 2025 meeting.**
- **Bank information regarding transferring to Starion**
 - **Need motion with specific names authorizing signatures**
 - **The Board will address this once the new Board president is elected.**

4. NEW BUSINESS

NDSBPE *** MEETING AGENDA

5

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

- a. COVID-19
- b. Approve minutes from Board Meeting
 - **06/16/2025 Meeting minute Review**
 - **Dr. Boomgaarden made the motion to approve the 6/16/2025 meeting minutes.**
 - **Roll Call Vote: All Aye**
- c. Albertson's Consulting
- d. 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

- **Electing Board President**
 - **This was tabled until the August 18th 2025 Meeting.**
- **PM question about the PLUS Application**
 - **Using Post Doctorate hours – see email**
 - **The Board agreed that the “pre-doc” hours should be listed on the PLUS Application.**
- **Dr. DM follow-up to Telehealth question**
 - **The Board reviewed the updated information and agreed that Psypact is not an option. A Montana license will be needed.**
- **Dr. Courtney Atkins: Accommodations for the EPPP**
 - **Advised that ASPPB needs approval from the Board to grant accommodation.**
 - **Dr. Boomgaarden made the motion to approve accommodation for Dr. Atkins.**
- **Dr. Mangold Conditional Dismissal Agreement Documentation**
 - **Dr. Boomgaarden made the motion to confirm the completion of the Conditional Dismissal Agreement requirements**
 - **Roll Call Vote: All Aye**
 - **Dr. Boomgaarden made the motion to dismiss the complaint against Dr. Mangold.**
 - **Roll Call Vote: All Aye**
- **Hailey Ellingson – Predoctoral Internship and follow-up:**
 - **Board agreed to work with one of these “programs” by giving them a draft of the application with the understanding that this would not be a guarantee that it is approved by the Board.**
 - **The Board will request new information about Dr. Ellingson's internship and if there is anything she needs from the Board.**

7. Adjourn: 2:16pm

Next Board Regular Meetings (12:00 CT to 1:15 pm): **August 18th 2025 via TEAMS**

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

2025 DATES: September 15th, October 20th, November 17th, December 15th

Board Office Meetings:

NDSBPE *** MEETING AGENDA

7

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).