

nd state board of psychologist examiners

Monday, August 18, 2025 @ 12pm CST

Meeting Minutes

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

Present:

- Dr. Renee Boomgaarden – President presiding
- Dr. Jennifer Krance
- Dr. Sara Quam
- Dr. Angela LaRocque
- Dr. Paul Kolstoe
- Dr. Edward Kehrwald
- Mr. Gary Wolsky
- Dr. Chris Hertler – Investigator for the Board
- Mr. Matt Menge, Assistant Attorney General
- Mr. Brian Barrett, Apt. Inc.

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
 - Final report from Dr. Eaton – Not yet received
 - Amended Settlement Agreement
 - The Board reviewed Dr. Eaton's recent report and will wait until all reports are finalized before proceeding.
- Dr. Brenda King – PH follow-up complaint
 - The Board reviewed the complaint and additional documents
 - The Board Reviewed Dr. King's response.
 - Gary Wolsky made the motion to discuss and review information in

NDSBPE *** MEETING AGENDA

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Executive Session

- Roll call Vote: All Aye.
- Executive Session began at 12:08pm
- Executive Session ended at 12:15pm
- Dr. Boomgaarden made the motion to dismiss the complaint filed by PH on Dr. Brenda King.
- Roll Call Vote: All Aye

ii. Inquiries Discipline

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

i. Sit for EPPP:

- **Dr. Alyssa Parisien**
 - Residency Letter issued on 8/31/2020
 - PLUS completed on 5/3/2021
 - Initial EPPP test approved on 5/18/2021
 - Retake of EPPP approved on 11/22/2021
 - The Board discussed and will await the results of Dr. Parisien's EPPP.

Sit for Oral Exam

- **Question Set**
- **Dr. Cortny Atkins:**
 - The Board discussed and Dr. Boomgaarden made the motion that, if Dr. Atkins passed the EPPP, she can sit for the Oral exam.
 - Roll Call Vote: All Aye
- **Dr. Summer Lardy**
 - The Board discussed and reviewed Dr. Lardy passing the EPPP.
 - Dr. Boomgaarden made the motion to approve Dr. Lardy for the Oral Exam.
 - Roll Call Vote: All Aye

ii. For Limited Practice

- **None**

iii. 3 - Year Resident Letters issued

- **None**

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iv. Open Application Files Needing Board Action or Discussion.

- **Mary Jeffres**
 - **Provisional License issued on 7/14/2025**
 - **CPQ information from ASPPB and if this replaces the PLUS**
 - **Brian will contact ASPPB and request an outline concerning the differences between the PLUS application and CPQ.**
- **Kimberly Olson**
 - **Provisional License issued on 6/10/2025**
 - **Dr. Kehrwald's review of PLUS Application**
 - **Dr. Boomgaarden made the motion to approve Dr. Olson for the Oral Exam.**
 - **Roll Call Vote: All Aye**
- **Darren Jilek**
 - **Dr. Kehrwald review of initial application**
 - **Dr. Kehrwald discussed Dr. Jilek's application with the Board.**
 - **The Board requested that Brian contact attorney Matt Menge and follow his directive on how to proceed.**

v. Provisional License Status Letters issued since last meeting

- **Dr. Brianna Richson issued on 7/25/2025**

vi. Provisional Licenses that have expired since last meeting

- **None**

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

- **Dr. Darren Jilek – Outstanding application**
- **Dr. Brianna Richson – Provisional granted on 7/25/2025**

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

- **None**

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viii. Business Items

1. Psypact commissioner
 - **Dr. Quam advised that the annual meeting is November 16th and 17th in Arizona**
2. Computers, emails, Teams
3. Procedure Manual
 - **Dr. Kolstoe to present information**
 - **This was tabled for the September 15th 2025 meeting.**
4. CE Broker issues
 - **Dr. LaRocque advised there are no issues to discuss at this time.**
 - **Dr. Kolstoe will present virtually demonstrating various aspects of CE Broker. All Licensees will be invited, and Brian will work with Dr. Kolstoe on distributing this message once a date is determined.**
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
 - **The Board discussed the upcoming meeting and Dr. Kolstoe advised that he will be attending.**
- 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

NDSBPE *** MEETING AGENDA

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ii. CE approval requests submitted via CE Broker

g. Examination Coordinator (Dr. Krance)

h. Budget Coordinator (Dr. Kolstoe)

i. Financial Planning = estimating

- **Information from Dan Albertson on Big Picture**
 - The Board reviewed payment information from Dan Albertson.
 - Brian will contact Mr. Albertson about financial restructuring in 2030.
- **Bank information regarding transferring to Starion**
 - **Need motion with specific names authorizing signatures**
 - **Dr. Boomgaarden made the motion to have Dr. Paul Kolstoe, Dr. Sara Quam and William Kalanek as authorized signers when opening a new checking account at Starion bank.**
 - **Roll Call Vote:**
 - **Dr. Krance: Aye**
 - **Dr. LaRocque: Aye**
 - **Dr. Kehrwald: Aye**
 - **Mr. Wolsky: Aye**
 - **Dr. Boomgaarden: Aye**
 - **Dr. Kolstoe: Aye**
 - **Dr. Quam: Aye**

4. NEW BUSINESS

a. COVID-19

b. Approve minutes from Board Meeting

- **07/14/2025 Meeting minute Review**
 - **Dr. Boomgaarden made the motion to approve the July 14th 2025 meeting minutes.**
 - **Roll call Vote: All Aye**
 - **Dr. Quam abstained from the vote due to not being present for the 7/14/2025 meeting.**

c. Albertson's Consulting

d. Tele supervision vs. face-to-face supervision requirement?

5. SPECIAL TOPICS

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- 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**
 - **Dr. Boomgaarden made the motion to elect Dr. Kolstoe as Board President.**
 - **Roll call vote: All Aye**
 - **Dr. Boomgaarden made the motion to elect Dr. Quam as the Board's Treasurer**
 - **Roll call vote: All Aye**
- **PsyPact proposed rule change – public comment**
 -

7. Adjourn

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

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

Board Office Meetings:

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