

nd state board of psychologist examiners

Monday, September 15, 2025

Meeting Minutes

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

Present

Dr. Paul Kolstoe: President Presiding

Dr. Angela LaRocque

Dr. Sara Quam

Dr. Jennifer Krance

Dr. Edward Kehrwald

Dr. Renee Boomgaarden

Mr. Matt Menge: Assistant Attorney General

Mr. Brian Barrett: Board Office

Absent

Mr. Gary Wolsky

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**
- **The Board reviewed all new information and recommended continued supervision on an “as needed” basis.**
- **Dr. Kolstoe made the motion for continued supervision by Dr. Eaton on an “as needed” basis for the next 3 months. At this point, the Board will review Dr. Eaton’s report, recommendations.**
 - **Roll Call vote:**
 - **All Aye**

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- **Dr. Brenda King**
 - The Board reviewed PH's emails with Matt Menge and did not make any changes regarding the dismissal.
 - PH's requested copies of the investigation report and response.
 - This information was emailed to PH on 9/3/2025

ii. Inquiries Discipline

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

i. Sit for EPPP:

- **Dr. Patrick McNally**
 - Residency Letter issued on 6/16/2025
 - PLUS Reviewed by Dr. Kehrwald on completed on 8/21/2025
 - Dr. Kolstoe made the motion to approve Dr. McNally for the EPPP
 - Roll Call Vote: All Aye

Sit for Oral Exam

- **Dr. Nancy Laney**
 - Provisional License issued on 5/19/2025
 - PLUS completed on 8/20/2025
 - Dr. Kehrwald reviewed PLUS on 8/26/2025
 - Dr. Kolstoe made the motion to approve Dr. Laney for the Oral Exam.
 - Roll Call Vote: All Aye

ii. For Limited Practice

- **None**

iii. 3 - Year Resident Letters issued

- **Dr. Shelby Bandel**
- **Dr. Michael Jowkar**
- **Dr. Brenda Barragan**
- **Dr. Kaitlyn O'Neill**
- **Dr. Hailey Ellingson**

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iv. Open Application Files Needing Board Action or Discussion.

- **Dr. Jonathan Rapp 2025 Renewal Application**
 - **The Board discussed and will review the application along with the other renewal applications.**

v. Provisional License Status Letters issued since last meeting

- **Dr. Cathy Tirrell: Provisional License issued on 9/2/2025**

vi. Provisional Licenses that have expired since last meeting

- **None**

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

- **Dr. Cathy Tirrell: Provisional**
- **Dr. Shelby Bandel: Resident**
- **Dr. Michael Jowkar: Resident**
- **Dr. Brenda Barragan: Resident**
- **Dr. Kaityn O'Neill: Resident**
- **Dr. Hailey Ellingson: Resident**

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

- **Dr. Tiffany Russell (supervising Dr. Bandel) received 9/4/2025**
- **Dr. Charles Welke (supervising Dr. Jowkar): received 9/4/2025**
- **Dr. Heidi Jensen (supervising Dr. Barragan: received 9/4/2025**
- **Dr. Stacy Benson (supervising Dr. Kaitlyn O'Neill): received 9/11/2025**

viii. Business Items

1. Psypact commissioner
 - **Annual conference in November**
2. Computers, emails, Teams
 - **Email Dr. Kolstoe with any concerns**
3. Procedure Manual
 - **Update from Dr. Kolstoe – Tabled until next meeting**

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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
 - **Dr. Boomgarden will resign in May of 2025**
9. APA Master's Accreditation
10. ASPPB update on EPPP

c. Legislative Coordinator (Dr. Kolstoe)

- **Board will address the exams being required monthly in the Administrative Rules**

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

- ii. CE approval requests submitted via CE Broker

g. Oral Exam Coordinator (Dr. Krance)

- **Oral Exam on October 20th**
 - **Dr. Summer Lardy**
 - **Dr. Kimberly Olson**
- **The Board discussed and decided that the oral exam will begin at 9:45am or 10:30am (depending on if there are 2 or 3 applicants taking the exam).**
- **Question set #1 will be utilized.**

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).

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h. Budget Coordinator (Dr. Kolstoe)

i. Financial Planning = estimating

- **Information from Dan Albertson on Big Picture**
 - **No additional down-payment in 2030**
 - **Projected annual payment of \$9,600 in 2030**
 - **Dr. Kolstoe will work with Brian and “build” a motion regarding this issue**
 - **Can the Board make a “down payment”? This will need to be discussed with Matt.**

4. NEW BUSINESS

a. COVID-19

b. Approve minutes from Board Meeting

- **08/18/2025 Meeting minute Review**
 - **The Board reviewed and Dr. Kolstoe made the motion to approve August 2025 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

- **CPQ vs PLUS outline from ASPPB**
- **Question from JPL: Can a psychology resident sign progress notes independently or must the supervisor sign them also?**
 - **Best practice is to co-sign because the supervisor is technically responsible.**
 - **Dr. Kolstoe will work with Brian regarding a response.**
- **Question from AS: Can a psychology resident seeking licensure in ND provide telehealth services to patients located in ND under a ND located supervisor across state lines?**
 - **The Board discussed this question and determined that it is best to check with the laws and rules in Pennsylvania.**
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7. Adjourn

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Next Board Regular Meetings (12:00 CT to 1:15 pm): **October 20th 2025 via TEAMS**

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

Board Office Meetings:

NDSBPE *** MEETING AGENDA

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