



MEETING MINUTES

Friday, Nov 30, 2018
8:30am CST

Capitol Building
Sakakawea Room
600 E. Boulevard Ave.
Bismarck, ND 58505

The ND Board of Addiction Counseling Examiners will be holding a board meeting on Friday, October 19, 2018. At the time this notice is being prepared, the governing bodies expect the agenda of its meeting to include the following topics:

I. Call to Order: 8:35am

Present in person: Julijana Nevland, Kurt Snyder, Megan Busch, Marvis Doster, Laura Weishoff,
David Schaibley

Public in attendance: Victoria Hart

II. Review of Meeting Minutes

- A. August 3, 2018: reviewed and discussed. Motion was made by Kurt Snyder to approve the minutes, Laura Weishoff seconded the motion. Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – yes; Marvis Doster – Yes; motion carried.

III. Financials

- A. Financial Reports: Megan Busch reviewed the financial report. Discussion of year end audit form to be completed by Megan Busch. Motion made by Julijana Nevland to approve the financials; Marvis Doster seconded the motion; Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – yes; Marvis Doster – Yes; motion carried.
- B. Review of Administrative Contract: Discussion of job description and update on progress of transition. Motion was made by Kurt Snyder to pay the Board Administrator position \$25/hour as of the transition date; Laura Weishoff seconded the motion; Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – abstain; Marvis Doster – Yes; motion carried.
- Reimbursement forms were discussed in relation to the transition fees. Motion was made by Julijana Nevland to approve the reimbursement request; Laura Weishoff seconded the motion; Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – abstain; Marvis Doster – Yes; motion carried.
- Discussion of upcoming expenses and the process; Motion was made by Laura Weishoff to Allow the Chair and Board Administrator to approve expenses up to five thousand dollars; Julijana Nevland seconded the motion; Roll call vote: Julijana Nevland – yes;



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Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – abstain; Marvis Doster – Yes; motion carried.

- C. The website issues and lack of new form access was discussed and a plan was set forth to send a link to all new forms available. Motion was made by Julijana Nevland to Allow Chair, Board Administrator and the lawyer to work together to pick a vendor for the new website; Laura Weishoff seconded the motion; Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – yes; Marvis Doster – Yes; motion carried.

IV. Discipline File Updates

- A. Ty Thompson Documents were submitted on letterhead by supervisors. Disciplinary agreement will continue from May 2017 to May 2019 with continued quarterly reports. The board will request Ty to present to meeting prior to end of probation.
- B. Paige Robillard discussion about submitted supervisory letter. Disciplinary agreement is considered complete.

II. Complaints

- A. Mija Kundson-Hoge Reviewed and discussed. Motion made by Julijana Nevland to administratively close this complaint against a member of the public; Laura Weishoff seconded the motion; Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – yes; Marvis Doster – Yes; motion carried.
- B. Jennifer Goldade Reviewed and discussed. Motion made by Julijana Nevland to dismiss allegations; Laura Weishoff seconded the motion; Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – yes; Marvis Doster – Yes; motion carried.
- C. Ashtyn Andres Reviewed and discussed. Motion made by Julijana Nevland to dismiss allegations; Laura Weishoff seconded the motion; Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – yes; Marvis Doster – Yes; motion carried.

III. CEU Audit

- A. Tanner Grimsley: Reviewal of Tanner’s submission to the Board and approved.
- B. Bruce Schwan: Reviewal of Bruce’s submission to the Board and approval.

V. Application and Practice Issues

- A. LAC Applications approved under chair authority include:
1. Brandi Schmidt
 2. Jillian Zeitler
 3. Meagan Kleftsad
 4. Brandie Delorme
 5. Misty Hagen
 6. Amanda Ockert
 7. Aline Muhimpundu
 8. Emma Lysne



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9. Carolyn Shabb
10. Cynthia Taylor

B. Requested:

1. Nicha Stenberg-Johnson: discussion of application; short course work; board discussion of test eligibility; Motion made by Kurt Snyder due to date of initial license application, the Board will accept the passing score of the ICRC exam in lieu of NCAC II; Julijana Nevland seconded the motion; Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – yes; Marvis Doster – Yes; motion carried.
2. Victoria Hart: discussion with Victoria present; Victoria spoke about her training for LAC in Minnesota; the Board did not grant license due lack of supported training hours 4.5-02.1-01-04(6); options presented to applicant to (1) seek reciprocity once licensed as an LADC (MN) or NCAC II or (2) become ACT for remaining 320 hours;
3. Brian Nelson: discussion of application; options for licensure would be to become a NAADAC NCAC II and apply for reciprocity or apply for internship status through NDBACE when he is within 9 educational credit hours; will reach out to applicant

C. Clinical Training approved by board member under authority granted by the board include:

1. Kalpana Sanmugam: discussion of having a clinical training supervisor as an LADC; approved.

D. Clinical Supervision approved by board member under authority granted by the board include:

1. Brian Williams
2. Morgan Wald
3. Racia Toben
4. Kori Stockie
5. Molly Siegert
6. Sheena Aaser
7. Amanda Seeberg
8. Katherine Sather
9. Sara Kelner
10. LaShai Pfeifer
11. Karissa Kautzman
12. Jamie Johnson
13. Allison Hill
14. Daniel Everson
15. Elizabeth Hendrickson
16. Timothy Clark
17. Samantha Buckeye



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E. Private Practice licenses approved by board member under authority granted by the board include:

1. Candis Mock
2. Megan Busch

IV. Old Business

- A. Review of BACE forms: reviewed and will make final updates prior to link being created
- B. Update on the NAADAC licensing exams: applicants taking the wrong exam; have reached out to consortiums about this issue; discussion about direction to take; Kurt Snyder made motion to allow applicants to utilize NCAC I test score with 1400 hours of Clinical training or utilize the reduced hours option with a passing score of NCAC II; applicants who have previously taken NCAC I the board will reimburse their exam fee to take the NCAC II; second made by Julijana Nevland; Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – yes; Marvis Doster – no; motion carried.
- C. Curriculum crosswalk committee update: discussion of creating a committee to create this crosswalk; will reach out to consortium individuals to start progress
- D. FAQ form update: updated and on the link to be sent to all LACs

V. Administrative

- A. Update on transition: progress discussed;
- B. Retention of Records: discussion of records being kept currently vs. the retention of records outlined from the state; discussion to adopt this into practice;
- C. Policy of necessary information: adopt the retention of records
- D. Fee schedule (July 1, 2018): maintain the fee schedule despite applicants paying the former fees; will work to continue to update forms as soon as possible
- E. V-cube USA product: discussion to use product at NDBACE meetings; discussion denied.

VI. New Business

- A. Basecamp or googledocs?: Discussion of what mode to utilize for communication; pros and cons discussed and the board decided to keep googledocs;
- B. Current board membership (Karen resignation): As of the end of the year the board will have two open positions;
- C. Board roles/delegation of tasks: Motion made by Julijana Nevland to have Kurt Snyder obtain the role as Board Chair; seconded by Laura Weishoff; Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – abstain; Megan Busch – yes; Marvis Doster – yes; motion carried. Motion made by Julijana Nevland to have Marvis Doster obtain the role as Vice Board Chair; seconded by Laura Weishoff; Roll call vote: Julijana Nevland – yes; Laura Weishoff – yes; Kurt Snyder – yes; Megan Busch – yes; Marvis Doster – abstain motion carried.
- D. Marketing administrative rule changes: will work to create document to supply to mental health boards once forms are ready

VII. Adjourn



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Where noted, the discussion of some of the above topics may be held in executive session rather than during the portion of the meeting that is open to the public. If this is a regular meeting, additional topics may be discussed. If this is a special or emergency meeting, the governing body's discussion will be limited to the topics and executive sessions listed above.

Respectfully submitted,

Julijana Nevland
Board Chair
NDBACE

Kurt Snyder
Vice-Chair
NDBACE

Kurt Snyder, Vice-Chair