



MEETING AGENDA

January 12th, 2017 8:30am CST

**North Dakota State Capitol ~ Sakakawea Room
600 E. Boulevard Avenue
Bismarck, ND 58501**

The ND Board of Addiction Counseling Examiners will be holding a board meeting on January 12, 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: 8:49am

Present in Person: Julijana Nevland, Kurt Snyder, Megan Busch, Marvis Doster, Laura Weishoff, David Shaibley; Via Phone: Laura Weishoff, Tonya Sorenson, Karin Walton, Brandy Tennant

II. Review meeting minutes

- A. October 20, 2017 – Minutes seem sparse, 5 complaints listed with names only, no discussion or board recommendations. Can attach table or copy information. Motion made by Julijana Nevland to approve the minutes on the condition that the board office add the additional information. Karin Walton seconded the motion. Roll Call Vote: Julijanna Nevland – Yes; Laura Weishoff – Yes; Tonya Sorenson – Yes; Kurt Snyder – Yes; Karin Walton – Yes; Megan Busch – Yes; Marvis Doster – Yes; Motion Carried.

III. Review financials

- A. Financial reports – Brandy Tennant summarized the financials for the Board. Board expressed concern over the lower net income compared to the same period in 2015. Motion made by Laura Weishoff to accept the financials. Roll Call Vote: Julijana Nevland – Yes; Laura Weishoff – Yes; Tonya Sorenson – Yes; Kurt Snyder – Yes; Karin Walton – Yes; Megan Busch – Yes; Marvis Doster – Yes; Motion Carried.

IV. Discipline File Updates

- A. Robillard, Paige – Must appear before the Board before August 2018
- B. Melegaard, Michael – He was issued a renewal. Appears to be unemployed, this does not relieve him from complying with the settlement agreement. He is not compliant, still on probation. Recommend that a strong letter be sent, and he come before the Board. Motion was made by Julijana Nevland to send him a letter reminding him of his probation, and that it can't be removed until he appears before the Board. Karin Walton seconded the motion.



NORTH DAKOTA BOARD

OF ADDICTION COUNSELING EXAMINERS

Roll Call Vote: Julijana Nevland – Yes; Laura Weishoff – Yes; Tonya Sorenson – Yes; Kurt Snyder – Yes; Karin Walton – Yes; Megan Busch – Yes; Marvis Doster – Yes; Motion Carried.

- C. Burl, Eddie – Letter was sent previously, no payment received. We can do a lien or judgment against him if he has any property. Board would like to check on the cost of such actions before they move forward. No action taken at this time.
(He has not renewed yet, let Julijana know if he tries to renew)

V.

- A. Thompson, Ty – Supervision report was received, but was a “self” report, was done over the phone. No observation was performed by the supervisor. This is not satisfactory, need to let him know. Quarterly report should include “observed” supervision, should be on letterhead with a legible name, title, and agency. Motion was made by Julijana Nevland to send a letter thanking him for his report, and stating that all future reports need to be on letterhead, with a legible name, title and agency, and must include observed supervision. Not being compliant could result in additional action. Megan Busch seconded the motion.

Roll Call Vote: Julijana Nevland – Yes; Laura Weishoff – Yes; Tonya Sorenson – Yes; Kurt Snyder – Yes; Karin Walton – Yes; Megan Busch – Yes; Marvis Doster – Yes; Motion Carried.

- B. Hunt, Geoffrey – He is current on everything, all paperwork was done and submitted, completed his CEUS. Mr. Hunt appeared before the Board today. He informed the Board what was involved with his supervision and how it has helped him to show more personal attention, learned new techniques, pointed out things he needs to work on. His role is to help and support the client. He stated what he did was wrong and not in the best interest of himself or the client. His CEUs helped with the group dynamic, focus on clients individual needs, all respond differently.

Board is very pleased that Mr. Hunt has met the requirements and there have been no additional complaints. The date of probation can be amended from February 5th to the date of signature – January 30th.

Motion was made by Julijana Nevland to take Mr. Hunt off of his probation effective January 30th.

Roll Call Vote: Julijana Nevland – Yes; Laura Weishoff – Yes; Tonya Sorenson – Yes; Kurt Snyder – Yes; Karin Walton – Yes; Megan Busch – Yes; Marvis Doster – Yes; Motion Carried.

- C. Marsh, Billy – No action at this time, will discuss at the next meeting. He has not renewed.



VI. Complaints

- A. Symons, Jim – Board has received a response from him. He denies all 4 points in the complaint. The complaint seems to be directed more to Perry, who is not a LAC so the Board cannot discipline him.
Motion was made by Julijana Nevland to send a letter to the complainant, Behavioral Health, asking for any evidence against Mr. Symons. Laura Weishoff seconded the motion.
Roll Call Vote: Julijana Nevland – Yes; Laura Weishoff – Yes; Tonya Sorenson – Yes; Kurt Snyder – Yes; Karin Walton – Yes; Megan Busch – Yes; Marvis Doster – Yes;
Motion Carried.
- B. Lee, Randall – Letter was sent in October asking for his response.
Motion was made by Julijana Nevland to send another letter saying that he has not responded and that we specifically need evidence of a signed release of information or else a court order granting him legal permission to release the information. Karin Walton seconded the motion.
Roll Call Vote: Julijana Nevland – Yes; Laura Weishoff – Yes; Tonya Sorenson – Yes; Kurt Snyder – Yes; Karin Walton – Yes; Megan Busch – Yes; Marvis Doster – Yes;
Motion Carried.
- C. Shannon Wansvick – We have received her response to the complaints. Appears to be pleading ignorance, admits she did sign a blank, undated form. This was done for convenience, no malicious intent. Board discussed whether signing blank documents is a violation, is very poor judgement, misuse of credentials, involves integrity and reputation. Gave the example of a Doctor signing a black prescription pad, very serious. An evaluation to the DOT can allow an offender back on the road.
Motion was made by Marvis Doster to send a strongly worded letter advising her to be more responsible with her signature, and to review the code of ethics related to professional responsibility and the release of information. Karin Walton seconded the motion. Discussion continued.
Marvis Doster amended her motion to include the recommendation of 3 CEU credits on documentation and confidentiality, and to submit a report letter back to the Board before the next Board meeting, letter due April 6th. Karin Walton seconded.
Roll Call Vote: Julijana Nevland – Yes; Laura Weishoff – Yes; Tonya Sorenson – Yes; Kurt Snyder – Yes; Karin Walton – Yes; Megan Busch – Yes; Marvis Doster – Yes;
Motion Carried.
- D. Heartview Foundation – Complaint appears to be against an organization, not individuals, even tho several are mentioned. Background information on complainant was given. He is an employee of Heartview Foundation, so Heartview is also addressing the complaint as a workplace. The Board does approve the consortiums, so that approval can be taken away by the Board.



Conflict of interest if you have a direct and substantial connection, whether personal or monetary. Kurt Snyder recused himself and left the meeting at 11:05.

Board will send a letter to the complainant asking him to clarify whether his complaint is against Heartview consortium in its entirety or against individual LACs and who. Also mention that his clarification needs to be legible.

Kurt rejoined the meeting at 11:12

VII. Application and Practice Issues

- A. LAC Applications approved under chair authority include:
 - 1. None
- B. Applications received, board review needed:
 - 1. Clinical Supervision Applications received: Wichman, Reichenberg, Rost
These were not forwarded to Megan Busch to review.
Molly Siegert states she has submitted her application twice with no reply from the Board.
Julijana asks that the board office please check for any other outstanding applications.
- C. Clinical Supervision applications reviewed under chair authority:
 - 1. None
- D. Clinical trainees reviewed and approved under chair authority include:
 - 1. None
- E. Approved providers reviewed and approved under chair authority include:
 - 1. **None**
- F. Approved programs reviewed and approved under chair authority include:
 - 1. **None**

VIII. Old Business

- A. Administrative Code -
- B.

IX. Legislative Bills Discussion

- A. H.R. 3446 – Julijana / Dave

X. New Business

- A. JN to KS Nov-Dec Edits – Discussion ensued....

David Shaibley will clean up this version and try to have the new one to the Board members by next Wednesday to review. Meeting was planned for Monday January 22nd at Noon to go over the discussed changes and revisions. Kurt Snyder will set up Zoom for the meeting, to view and change documents, and his office can be used as the public meeting spot. Board office will post meeting notification on the websites.

- XI. 2018 / 2019 Renewals – Need to update the board offices list. Several are only students and should be removed, looks bad if the Board is sending renewal requests to those who do not even have a license.



XII. Adjourn at 2:04

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.

Date of Notice: January 2, 2018

Respectfully submitted,

Julijana Nevland
Board Chair
NDBACE

Kurt Snyder
Vice Chair
NDBACE

Kurt Snyder, Vice Chair