

**MINUTES - ND Board of Addiction Counseling Examiners  
July 19, 2013  
Sakakawea Rm., State Capitol, Bismarck, ND**

**Call to Order**

Board Chair, Vicki Michels, called the meeting to order at 10:00 am.

**Present**

Board Members: Vicki Michels, Minot; Kristie Spooner, Tappen; Brietta Kidney, Minot; Mary Tello-Pool, Bismarck; Patti Senn, Fargo; and Deborah Davis, Grand Forks.

Others: Nikki Owings, Jacinda Simmons, David Schaibley, Legal Counsel, Laurie Sterioti-Hammeren, Tracy Stein, Sandy Thompson, Kerry Wicks, Marshall Flag.

*{ Laura Weishoff absent }*

**Discussion with ND Human Resource Management Services**

The ND Human Resource Management brought forth concerns about the difficulties they are having filling licensed addiction counselor positions in the State system.

**Minutes**

**A motion was made** to approve the minutes of April 12, 2013. (Spooner/ Davis/carried) [Weishoff absent]

**A motion was made** to approve the minutes of May 23, 2013. (Spooner/Davis/carried) [Weishoff absent]

**A motion was made** to approve the minutes of July 2, 2013. (Spooner/Davis/carried) [Weishoff absent]

**Financial Report**

The Board had a net loss of \$25,000 at the end of its 2011/2013 budget cycle.

**A motion was made** to approve the financial report. (Senn/Kidney/carried) [Weishoff absent]

**APT, Inc. Contract**

Legal Counsel gave a brief explanation of the State Procurement Office's (SPO) requirements for purchasing goods and services. The SPO is beginning to recognize state boards and commissions and will be working to bring them into the procurement process. The Board will continue contracting with APT, Inc. on a monthly basis until the procurement issue is resolved.

**Budget**

Tabled until the procurement issue and APT, Inc. contract issue is resolved.

**Complaints**

**J. Miller – A motion was made** to authorize legal counsel to send a cover letter indicating the Board's perception that violations occurred and therefore offer a settlement agreement of revocation of licensure for one year. (Tello-Pool/ Davis/carried) (Roll Call Vote –Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent] **[Legal Counsel]**

**P. Stenhjem-Titus – A motion was made** to dismiss the complaint due to lack of further participation on part of the complainant. (Spooner/Davis/carried) (Roll Call Vote –Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent] **[Legal Counsel]**

**P. Geary** – Tabled.

**S. Richmond** – Tabled.

**B. Hayes** – Tabled.

**B. McEwen** – Tabled.

**A. McCrae** – Tabled.

**M. Lester** – Tabled.

#### **Disciplinary Action Update**

**A. Johnson** – Waiting for her signed settlement agreement.

**J. Wanzek** – License is on probation. The Board is waiting for her continuing education and clinical supervisor reports.

**M. Robertson** – Did not complete conditions of probation. Board will consider if she applies for licensure in the future.

**V. Jones** – Working on completing the conditions of probation.

**M. Melgaard** – **A motion was made** to authorize legal counsel to offer settlement agreement of revocation of licensure as per Melgaard's request. (Spooner/Davis/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent] **[Legal Counsel]**

**R. Dimmer** – Dimmer signed the settlement agreement.

**S. Meier** – **A motion was made** the Board will send corrective letter telling her she has 14 days to notify Board of who her registered clinical supervisor is as per the settlement agreement. (Spooner/Kidney/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent] **[Legal Counsel]**

**A. Decker** – She submitted an update on her status in June, 2013.

#### **Proposed Administrative Rules**

Tabled.

#### **Application for License by Reciprocity**

**Danielle McGraw** - **A motion was made** to deny the application for licensure by reciprocity. (Tello-Pool/Senn/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent] **[Legal Counsel]**

Board office will advise her to apply by the initial process. **[Bd. Office]**

#### **Application for Initial Licensure**

**Brenda Mohl** - **A motion was made** to accept the application for licensure. (Spooner/Senn/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

**Amanda Brown** - **A motion was made** to accept the application for licensure. (Spooner/Senn/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

**Kylee Erickson - A motion was made** to accept the application for licensure. (Spooner/Senn/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

**Janna Johnson - A motion was made** to accept the application for licensure. (Spooner/Senn/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

**Michelle Wilson – A motion was made** to deny the application based on the academic requirements. (Tello-Pool/ Kidney/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent] **[Legal Counsel]**

**Sheena Williams - A motion was made** to accept the application for licensure. (Spooner/Senn/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

**Joanne Spiering - A motion was made** to accept the application for licensure. (Spooner/Senn/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

#### **Clinical Supervision Registration**

**Stacey Dailey – No response** has been received from her. Legal Counsel will check into formal denial of the application. **[Legal Counsel]**

**Jodi Brophy-Okoro - A motion was made** to accept the application. (Senn/Davis/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

**Christy Anderson - A motion was made** to accept the application for. (Senn/Davis/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

**Brenda Owen - A motion was made** to accept the application. (Kidney/Senn/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

#### **Private Practice Registration**

**Jodi Ramberg - A motion was made** to approve the application for private practice registration. (Davis/Spooner/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

#### **Individualized Training Plans**

**Stacy Berger - A motion was made** to approve the individualized training plan. (Spooner/Senn/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

**Thomas Regan - A motion was made** to approve the individualized training plan. (Kidney/Tello-Pool/carried) (Roll Call Vote – Kidney (y), Spooner (y), Davis (y), Senn (y), Tello-Pool (y)) [Weishoff absent]

#### **Clinical Training Program Oversight Committee Update**

Spooner will be reviewing training programs in Bismarck, Grand Forks, and Minot this year.

#### **Next Meeting Date**

Meeting was changed from October 11 to **October 25, 2013**, 10:00 am, at the State Capitol, Bismarck.

{Tello-Pool absent}

**Adjourn**

The meeting was adjourned at 1:30 PM.

**Respectfully submitted,**

**Vicki Michels  
President  
NDBACE**

**Kristie Spooner  
Vice President  
NDBACE**

**Nikki Owings  
Executive Secretary  
NDBACE**