



FINAL MEETING MINUTES

January 15, 2016 8:30 am, central

I. Call to Order

Board Chair, Deborah Davis, called the meeting to order at 8:35 am

Present

Board Members: Kurt Snyder, Tonya Sorenson (by phone), Stacie Dailey, Julijana Nevland, Laura Weishoff and Deb Davis (by phone)

Others: Jody McClendon and David Schaibley

II. Review meeting minutes

October 16, 2015 – minutes were approved, Kurt Snyder abstained, he was not on the board at that time

December 21, 2015 – minutes were approved, Kurt Snyder abstained, he was not on the board at that time

III. Review financials

A. Financial reports

The individual transactions costs for use of PayPal were reviewed and much higher than anticipated. There was discussion about having the costs included with the online transactions, to be paid by payee. The BACE cannot make any money on it, so the transaction cost would have to match the PayPal transaction cost.

A motion was made that Project Solutions (PSI) should program the website so that electronic transfer fees are passed to the consumer. The consumer shall:

- a. be notified that they will be charged the equivalent fee
- b. identify the cost associated with their transaction
- c. be notified that they can opt out of paying the fee, by sending in a check for their payment.

(Weishoff motion/ Nevland carried) Roll call vote: Nevland (y), Davis (y), Weishoff (y), Sorenson (y), Snyder (y), Dailey (y)

A motion was made to approve the financials (Weishoff motion/ Snyder carried) Roll call vote: Dailey (y), Snyder (y), Weishoff (y), Sorenson (y), Davis (y), Nevland (y)

B. 2016 – 2017 budget

There was discussion that a new process will be implemented. LAC's should be sent an email which notifies them that they are able to opt-in to receive notices via email, rather than mail. This will reduce printing and shipping costs.

C. Update on 2014-2015 audit

The 2014 – 2015 audit has been completed by Yvonne Kubis in Bismarck and Jody McClendon will send the copies to the state.

IV. Discipline File Updates

A. Delaine Anderson- Most recent quarterly report, due on 11/13/15 has not been received, 6 of 25 CEU hours completed

A motion was made that David Schaibley and Jody McClendon send a letter to Anderson to notify her that her remaining CEU hours are due by 2/24/16 and that quarterly reports need to be submitted. (Davis motion/ Sorenson carried) Roll call vote: Nevland (y), Davis (y), Weishoff (y), Sorenson (y), Snyder (y), Dailey (y)



- B. Eddie Burl, complaint 2015-07 received, settlement agreement sent on 10/21/15 and was not signed.
The original complaint, ethical violations found and settlement offer were discussed, no changes were made to the settlement offer. **A motion was made** that David Schaibley resend the settlement agreement with the notice that we will proceed to litigation if necessary. (Sorenson motion/ Weishoff carried) Roll call vote: Nevland (y), Davis (y), Dailey (y), Snyder (y), Sorenson (y), Weishoff (y)
 - C. Rodney Dimmer- Quarterly reports are up to date, final report received, probation ends 1/27/16
David Schaibley will send a letter to Dimmer, once his probation ends later this month.
 - D. Brenda Fetting- Quarterly reports are up to date, received notice that Kim Makonnen will now be her reporting clinical supervisor, most recent report, due on 11/18/15 was not received
 - E. Henry Kates- license revoked, posted in newspaper
 - F. Kristie Kilen – Board requested that she discuss confidentiality and have supervisor send a report by Nov. 26, 2015- report has not been received.
Self- report, no discipline follow up.
 - G. Nicole Opperman- Board requested that she discuss confidentiality and have supervisor send a report by Nov. 26, 2015, received on Nov. 16, 2015
Self- report, no discipline follow up.
 - H. Michael Melegaard- Under 2 year probation until 9/18/17, quarterly reports are up to date
 - I. John Miller- Under 2 year probation until 9/18/17, required reports have been received, we have not received release for documents (from his clinical supervisor and parole officer)
Correction to agenda- the releases for documents are not needed, unless the Board requests them from Miller.
- V. **Complaints**
- A. Jessica Karjalainen, complaint 2015-11 received
Tonya Sorenson, Ethics Chair, discussed the complaint, how it was handled by Share House and Karjalainen's written response to the complaint. Ms. Karjalainen appeared and spoke on her behalf. **A motion was made** to accept the suggestion of the Ethics Chair to dismiss the complaint. (Davis motion/ Weishoff carried) Roll call vote: Nevland (y), Davis (y), Weishoff (y), Sorenson (y), Snyder (y), Dailey (y)

Meeting was adjourned at 10:30 for a break until 10:45

VI. **Application and Practice Issues**

- A. Applications denied under chair authority include:
 - 1. Carol Torgerson was denied for Private Practice
 - 2. Connie Tyler was denied for her LAC (missing group counseling)
 - 3. Amber Michalski was reviewed for an individualized clinical training plan, application was incomplete as she had not yet applied to a consortium
- B. LAC's reviewed and approved as clinical supervisor under chair authority
 - 1. Kelli Krieg
 - 2. Jodi Ramberg
 - 3. Lisa Cameron
 - 4. Stacie Dailey
 - 5. John Holt
- C. LAC's reviewed and approved as private practice under chair authority:
 - 1. Wanda LaMonte



- D. Clinical trainees reviewed and approved under chair authority include:
 - 1. Karl Davis
 - 2. Amber Michalski
 - 3. Kendra Wilson
- E. Approved providers reviewed and approved under chair authority include:
 - 1. ND DHS Behavioral Health Division
 - 2. North Central HSC

Agenda items A-E in section VI were discussed, no motions were made.

VII. New Business

- A. As of 1/4/16: 371 LAC's have renewed their license, 32 current LAC's have not
- B. Audit of CEU's required
PSI will work with their IT to pull a computer generated random 10% sampling of the current LAC's after the grace period ends on 1/31/16. Procedural notes will be taken to ensure that this process is handled consistently in future years.
- C. Update of testing by NCC AP, instead of IC&RC
 - 1. Updates to the exam application
Once Board Manager received notification of where the new testing sites are and how testing applicants will be notified whether they passed or failed the exam application form will be updated online.
Kurt Snyder will assist Board Manager with information for the website on the benefits of NCCAP and SAMHSA certifications.
- D. Requests to attend board meetings to represent the board
General discussion that board members are not able to "speak on behalf of the board" unless they have been asked to do so.
- E. Possible updates to NDAC article 4.5
A motion was made that we have our 2nd (April) and 4th (October) annual regular meetings with dedicated agenda items in which the ND BACE conducts a periodic evaluation of the initial licensure requirements for coursework requirements and clinical training to ensure that they are up to date and do not create undue barriers to licensure per NDCC 43-45-04(1)(9k) (Snyder motion/ Nevland carried) Roll call vote: Nevland (y), Davis (y), Weishoff (y), Sorenson (y), Snyder (y), Dailey (y)
Immediate action items on NDAC article 4.5 updates:
 - a. Julijana Nevland and Stacie Dailey will meet on 2/5/16 to discuss final changes, based on the items reviewed at the July 16, 2015 meeting and reviewed by David Schaibley.
 - b. Strategic plan with final decision at the April 2016 meeting, with proposed items in the law noted.
A motion was made to cover travel expenses for the Board Manager including mileage, hotel and per diem for this meeting. (Davis motion/ Weishoff carried) Roll call vote: Nevland (y), Davis (y), Weishoff (y), Sorenson (y), Snyder (y), Dailey (y)
Discussion that if the changes proposed were changes only to the Administrative Code, option b would be used. However if proposed changes could result in a change to law, option c would be used.
- F. Updates to the PP application- 4,000 hours instead of 2 years?
Board manager will correct the private practice application to read 4000 hours rather than 2 years of experience required.
- G. Change in rules for tobacco and nicotine



NORTH DAKOTA BOARD
OF
ADDICTION COUNSELING EXAMINERS

A motion was made that the NDBACE supports the efforts made by the Tobacco Control Board of the bill to modify 43-45-01, subpoint 1: to add tobacco and nicotine to the addiction counseling scope of practice. (Dailey motion. Weishoff carried) Roll call vote: Dailey (y), Snyder (y), Weishoff (y), Sorenson (y), Davis (y), Nevland (y)

- H.** Behavioral health boards update- discussed within agenda item VII-E, no motions
- I.** Admin rules subcommittee report- discussed within agenda item VII-E, no motions

VIII. Other New Business

- A.** Tonya Sorenson requested feedback for the Fargo Consortium/ Moorehead State has trainees who want to attend and get a ND license. Would there be any conflict? This would help with portability. The MSUM teacher should be added to the Consortium and only training hours in ND would count toward licensure.
- B.** Tonya Sorenson raised the question of whether a clinical supervisor could get one CEU for clinical supervision during each clinical training rotation, regardless of the number of trainees, with a possible max of 3 CEU's per year. This will be added to the April agenda.

IX. Adjourn Meeting adjourned at 12:50

Respectfully submitted,

Deborah Davis
Board Chair
NDBACE

Julijana Nevland
Vice Chair
NDBACE

Jody McClendon
Board Manager
NDBACE