



MEETING MINUTES

July 21, 2017 8:30 am, central

Sakakawea Room on Ground Floor, State Capitol, 600 E. Boulevard Ave., Bismarck, ND

I. Call to Order

Meeting was called to order at 8:30

Present: Karin Walton, Julijana Nevland, Megan Busch, Marvis Doster and Kurt Snyder

Not Present: Laura Weishoff and Tonya Sorenson

Others: Dave Schiably, Kathlene Thurman, Paige Robillard and Michelle Key

(Discipline file item 4F was moved ahead on the agenda to accommodate the individual who appeared in person)

II. Review meeting minutes

A. April 21, 2017 Special Board Meeting

B. June 2, 2017 Board Meeting

A combined motion was made to approve the minutes from April 21 and June 2, 2017. (Nevland motion/ Walton carried) Roll call vote: Snyder- Y, Walton- Y, Nevland-Y, Busch-Y, Doster - Y. Motion passed.

III. Review financials

A. Financial reports

A motion was made to approve the financials, with a request of obtaining historical data from the former vendor to determine financial cycles or trends to assist with budget planning or short-falls. If the data is concerning to cover the board for the balance of 2017, a special meeting will be called. (Snyder motion/ Nevland carried) Roll call vote: Walton – Y, Busch- Y, Doster-Y, Nevland-Y, Snyder-Y. Motion Passed.

B. Annual Financial Report/Audit – PSI Bid

A motion was made to approve Project Solutions, Inc. to prepare the annual report at an approved cost of \$500.00 (Walton motion/Nevland carried) Roll call vote: Walton – Y, Busch- Y, Doster-Y, Nevland-Y, Snyder-Y. Motion Passed.

IV. Discipline File Updates

A. Burl, Eddie

A motion was made to bill Eddie Burl, the estimated legal costs the board has incurred. The AG's office will obtain a detailed list of expenditures for this case and estimates the cost is approximately \$5k. (Snyder motion/Walton carried) Roll call vote: Walton – Y, Busch- Y, Doster-Y, Nevland-Y, Snyder-Y. Motion Passed.

B. Hunt, Geoffrey

Board manager reported that CE's and quarterly reports have been received and he is current. No motion required.

C. Marsh, Billy



Board manager reported to board he hasn't provided CE or health evaluation by psychologist for approval – nothing received, he has until February 2018 to submit. No motion required.

D. Melgaard, Michael

Board manager reported that he has not renewed his license. If board doesn't hear from him before 9/8/17 his license will be suspended. No motion required

E. Miller, John

Board manager reported that status reports from parole officer for 03/08/17 and 06/08/17 have not been received and multiple emails have been sent out requesting the information. Board manager will send out additional notices requesting information from parole officer. Motion to table this case and review at the October meeting. (Walton motion/Nevland carried) Roll call vote: Walton – Y, Busch- Y, Doster- Y, Nevland-Y, Snyder-Y. Motion Passed.

F. Robillard, Paige

Ms. Robillard was present and provided documentation of completion of her 20 hours of CEUs as required. Board asked Ms. Robillard to explain how the completion of the CEUs has influenced her future decision-making process. **A motion was made** to reinstate Ms. Robillard's license with additional stipulations:

- 1) Meet for 1 hour weekly with LAC supervisor;
- 2) LAC supervisor to submit written quarterly reports to the board reflecting on Ms. Robillard's performance with regards to relationships and boundaries;
- 3) Complete 10 DSM5 CEUs;
- 4) Meet with the board in one year from Ms. Robillard's date of hire as an LAC to discuss completion of additional requirements and status of license. (Snyder motion/Nevland carried) Roll call vote: Walton – Y, Busch- Y, Doster-Y, Nevland- Y, Snyder-Y. Motion Passed.

G. Thompson, Ty

Board manager reported he has moved to CA, there hasn't been any response to emails, he has completed the required 10 CE's, there has been no updates from supervisor in CA. Motion to table case until October meeting. (Walton motion/Snyder carried)

V. Complaints

A. Montgomery, Christine

Prior complaints were explained to new board members. Current complaint was discussed. **A motion was made** to dismiss the complaint and to prepare a letter to send to DHS notifying them of receiving 2 written complaints regarding the DUI seminars. (Snyder motion/Nevland carried) Roll call vote: Walton – Y, Busch- Y, Doster-Y, Nevland-Y, Snyder-Y. Motion Passed.

VI. Application and Practice Issues

A. LAC Applications approved under chair authority include:



1. None
- B. Applications received, board review needed:
 1. Dosch, Brianna – Name Change
A motion was made to approve the name change and for future requests official documentation will be accepted as sufficient to honor the request. (Nevland motion/Snyder carried) Roll call vote: Walton – Y, Busch- Y, Doster-Y, Nevland-Y, Snyder-Y. Motion Passed.
- C. Clinical Supervision applications reviewed under chair authority:
 1. None
- D. Clinical trainees reviewed and approved under chair authority include:
 1. Schulz, Joyce
- VII. **Old Business**
 - A. Burl, Eddie – Final
No further discussion.
- VIII. **Legislative Bills Discussion**
 - A. Code revisions and updates
 1. Senator Judy Lee called a meeting 08/01/17 requesting updates regarding supervision and training requirement changes approved by the 65th Legislative Assembly pursuant to 2017 Senate Bill No. 2033, the status of implementing the changes, and actions to streamline licensing procedures.
 2. This was included in SB 2088
 3. Kurt will represent the board. A statement will be prepared and topics discussed during subcommittee meetings.

(Agenda item 9a was moved ahead on the agenda to accommodate call in by Heidi J. Nieuwsman)

- IX. **New Business**
 - A. NDBSWE seeking board clarification regarding scope of practice for licensed clinical social workers.
 1. Heidi Nieuwsma from NDBSWE called in via telephone to discuss a letter received on 06/05/17 from DHS.
 2. NDBSWE is requesting NDBACE attend the upcoming meeting on August 21, 2017 and provide representation and provide an opinion. (Nevland motion/Walton carried) Roll call vote: Walton – Y, Busch- Y, Doster-Y, Nevland-Y, Snyder-Y. Motion Passed.
 - B. Official transcript process
 1. Discussion of how to streamline the transcript process when applying for licensure. If consortium forwards a copy of the transcript for review, they have reviewed the official, it will be accepted. When requirements are met for



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licensure, board will need an original transcript with all supporting documents for final determination.

C. Implementation of new scope of practice

1. Attachment was provided, it was discussed the board should hold a special retreat to discuss.

D. Review of LA and MAC exam offerings

1. Attachment was provided, it was discussed the board should hold a special retreat to discuss.

E. FARB Training

1. The next time FARB holds a class in ND the board will send out an announcement to all board members.
2. The board can pay an annual fee of \$150 and become a member of FARB and have access to resources on the website.

F. Applications

1. Adding attestation at the bottom of the form.
2. Background checks discussed. Ms. Schiably will review and provide additional information at next meeting.
3. Incomplete applications will be shredded after 1 year.

X. Adjourn

Motion to adjourn the meeting at 2:37 pm (Nevland motion/Snyder carried) Roll call vote: Walton – Y, Busch- Y, Doster-Y, Nevland-Y, Snyder-Y. Motion Passed.

Respectfully submitted,

Julijana Nevland
Board Chair
NDBACE

Kurt Snyder
Vice Chair
NDBACE

Michelle Key
Board Coordinator
NDBACE