



Board Meeting Minutes

October 20th, 2017 8:30am CST

**Juniper Workantile
122 N. 4th St.
Bismarck, ND 58501**

I. Call to Order

Meeting was called to order at 8:56 am.

Present: Julijana Nevland, Laura Weishoff, Tonya Sorenson, Kurt Snyder, Karin Walton, Megan Busch, Marvis Doster

Others: David Schaibley, Kathlene Thurman

II. Review meeting minutes

A. July 21, 2017

B. August 25, 2017

C. September 12, 2017

A combined motion was made to approve the minutes from July 21, 2017, August 25, 2017 and September 12, 2017.

III. Review financials

A. Financial reports – Comparison of past

IV. Discipline File Updates

A. Robillard, Paige

B. Miller, John –

Mr. Miller in attendance at the board meeting and answered questions regarding his case. Overview of case: Applied for license in 2011. In 2013, the Board received compliant. February 3, 2014, Board and Miller entered into a Settlement Agreement and his license was suspended for one year. April 2014, Board lifted suspension and reinstated his license. May 2014, Miller violated the Settlement Agreement. May 26, 2015 Board suspended his license and required certain criteria must be met during this time. July 30, 2015 requested reinstatement of license. September 8, 2015 Board issued order lifting suspension/reinstating his license and putting it into probation for two years.

1. No additional legal issues.

2. No Minnesota sanctions and does not supervise anyone and is not in private practice.

3. Is personally responsible for his own actions. Did not participate in an out-patient treatment program.

4. Currently works in Minnesota and North Dakota.

5. Mr. Schaibley indicated no additional charges in North Dakota or Minnesota.

6. Ms. Walton: How can Mr. Miller assure the board there will not be any additional complaints. He follows all the rules and regulations and is



aware of what he is obligated to do. No additional complaints and is accountable for his actions. His current performance under a supervisor is what he will continue to follow without having a direct supervisor that he is reporting to.

A Motion was made to lift the probation of Mr. Miller's license based on the evidence presented, he has met all of the requirements set forth in the order, has not engaged in any criminal behavior, does not have supervisory privileges, the monthly and quarterly reports were submitted and to lift the probation. (Nevland/Sorenson carried) Roll call vote: Weishoff – Y, Snyder-Y, Walton-Y, Busch-Y, Doster-Y, Sorenson-Y, Nevland-Y. **Motion Passed.**

- C. Melegaard, Michael – Probation expired September 8, 2017. No communication from him since April 2017. Mr. Schaibley to send letter stating the probation is still in place, no reports received, has he acquired employment? No motion required and Mr. Schaibley will work with support office to prepare the letter.
- D. Burl, Eddie – Issued the order to seek approximately \$11,000 costs. He accepted the certified mail. In waiting mode to see if payment is made.
- E. Thompson, Ty – Received quarterly reports and verification of CEUs. He is now working out of state. No additional action required at this time.
- F. Hunt, Geoffrey – He is submitting items in a timely manner. Letter received. Receiving weekly supervision and has requested a review of a new supervisor to complete his agreement by January 30, 2018. Invite him to the January board meeting and make a final determination. Draft a letter that the recommended change in supervisor is not appropriate and to continue with current supervisor until the end of December. Additional supervision in January not required but will be expected to meet with the board in January to make final determination of his case.
- G. Marsh, Billy – He is under suspension for one year. Nothing required until February 2018.

V. Complaints

- A. Johnson, Jane – Board received complaint and determined that she is not a licensee of NDBACE. A letter will be sent to individual submitting complaint and to Ms. Johnson. No further action is needed.
- B. Nevland, Zachariah – Juliana identified a conflict of interest and left the room. The board discussed the case without Ms. Nevland present. Board reviewed letter of concern received. His employer has addressed the issue, has completed trainings, no further sanctions by the board as all items have been met by the employer. Based upon the information obtained by the Board, the Board determined there is insufficient grounds to believe that a violation of North Dakota Century Code ch. 43-45 or the rules promulgated by the Board occurred. Board recognized this was a facility issue and has acted on and correcting the concerns that were identified in the letter. The complaint was dismissed.
- C. Wansvick, Shannon – Letter was sent to individual and responses were received. Board is investigating the situation to determine what ethical codes have been



violated and need to be reviewed and considered. Letter will be sent to Perry Smith and a copy to his board to obtain additional information regarding this situation. Board will form a subcommittee regarding this situation.

- D. Symons, Jim – Letter was sent to individual and responses were received. Board is investigating the situation to determine what ethical codes have been violated and need to be reviewed and considered. Letter will be sent to Perry Smith and a copy to his board to obtain additional information regarding this situation. Board will form a subcommittee regarding this situation.
- E. Lee, Randall – Mr. Lee did not get a copy of the complaint and needs opportunity to review and respond. After a written response is received, board will review further. This will be tabled until January meeting.

VI. Application and Practice Issues

- A. LAC Applications approved under chair authority include:
 - 1. Gilbertson, Jean
 - 2. Kuvaas, Deirdre
 - 3. Thomas, Trisha
 - 4. Tucker, Delia
 - 5. Kasowski, Cassie
- B. Applications received, board review needed:
 - 1. Torgerson, Carol, Private Practice
- C. Clinical Supervision applications reviewed under chair authority:
 - 1. Nelson, Stacey
 - 2. Priebnow, Adam
- D. Clinical trainees reviewed and approved under chair authority include:
 - 1. Cottingham, Samantha
 - 2. Eyl, Michelle
 - 3. Frei, Thomas
 - 4. Klefstad, Meagen?
 - 5. Muhimpundu, Aline
 - 6. Shabb, Carolyn
 - 7. Taylor, Cynthia
 - 8. Zietler, Jill
 - 9. Tormaschy, Hannah – received notification from Tara Olheiser she withdrew from Missouri Valley Training Consortium effective 8.28.17. Letter to inquire internship hours from board support office.
- E. Approved providers reviewed and approved under chair authority include:
 - 1. Heartview / Approved Provider #5
- F. Approved programs reviewed and approved under chair authority include:
 - 1. Pot for Tots
 - 2. Project ACE
 - 3. Strengthening Your Grip: Holding on When Going gets Tough
 - 4. DUI Instructor Training: Prime for life



5. A Clinician's Guide to Teaching Mindfulness
6. Psychology 344 – Dynamics of Addiction On-Campus
7. Defining Addiction for Foster Parents
8. Mental Health First Aid

VII. Old Business

A. Administrative Code –

Board discussed all sections, addressed highlighted changes and obtained input from board members; tabled the motion and scheduled a special meeting for October 27, 2017 to review final edits and approve.

B. Background checks – Kurt – no additional discussions

VIII. Legislative Bills Discussion

A. H.R. 3446 – Julijana / Dave

Study that passed last legislative sessions. Reviews the amount of active supervision the boards have. Initial meeting held that discussed the purpose of this. Will be meeting quarterly. Future meetings have not been scheduled. Mr. Schaibley will keep the board posted if anything arises from their discussions. Federal bill proposed regarding state board.

IX. New Business

A. Board Roles

1. Private Practice – Marvis
2. Continuing Education – Megan
3. Clinical Supervision – Megan

B. Receipt of reference letters – Dave & Julijana

1. Can the board accept a reference letter sent by the LAC directly or does the letter need to come directly from the supervisor?
2. If a LAC let license lapse, do they need to retake licensure exam?
CEU Verification language – Attestation statement. Motion to approve language as listed in Basecamp as explained by Dave to add to applications. (Nevland/Sorenson carried) Roll call vote: Weishoff – Y, Walton-Y, Busch-Y, Doster-Y, Sorenson-Y, Nevland-Y. **Motion Passed.**

C. ND CRT 2017 - Julijana

D. Transcript reviews for training – Julijana – no additional discussions

E. Project Solutions Inc. contract – Julijana – Executive Session

The Board entered into executive session at 12:42 pm to discuss board support contract and Kathlene Thurman with PSI left the room. The board concluded the executive session at 1:07 pm.

F. ND Medicaid / Tribal provider enrollments – Email exchange

G. Name Change / Witteman vs Borowicz – informational only

H. Board Meeting Dates 2018 – January 19, April 20, July 27, October 19.

X. 2018 / 2019 Renewals

A. Forms needing board approval



NORTH DAKOTA BOARD

OF

ADDICTION COUNSELING EXAMINERS

1. Andres, Ashtyn – When a licensee is renewing and there is a legal history, the information will be brought to the board for review and to make the final determination on their license. Legal information shared.
(Nevland/Walton carried) Roll call vote: Weishoff – Y, Walton-Y, Busch-Y, Doster-Y, Sorenson-Y, Nevland-Y. **Motion Passed.**

XI. Adjourn – 2:18 pm

Respectfully submitted,

Julijana Nevland
Board Chair
NDBACE

Kurt Snyder
Vice Chair
NDBACE

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: September 27, 2017