

Friday, January 13, 2022
9:00 a.m.
1601 N 12th Street, Bismarck, ND 58501
6th Floor Conference Room
MEETING MINUTES

Board Members Attendees: Kurt Snyder (Chair), Jeremy Traen (Vice-Chair), Peggy Stenehjem Titus, Patti Senn, Marvis Doster

Other Attendees: David Schaibley (Attorney General's Office), Terry Effertz (Board Administrator), Alicia Rixen (Licensing Specialist), Karalee Harper, Nicolette Johnson

I. Call to Order - Chair Snyder called the meeting to order at 9:03am.

II. Review of Meeting Minutes - Board Member Senn moved to approve the October 14, 2022 meeting minutes. Board Member Stenehjem Titus seconded the motion. The motion passed with a vote of 5 Yay, 0 Nay, 2 Absent.

III. Complaints

- A. John Miller - The Board tabled the discussion of this complaint until the next meeting because Board Member Ekren is covering this complaint.
- B. Kelli Krieg - Board Member Traen asked for a copy of the complainant's ITP before we address the complaint against this licensee. The Board tabled the discussion of this complaint until the next meeting in order to gather more information for review.
- C. Grugel, Jace - The Board tabled the discussion of this complaint until the next meeting because Board Member Ekren is covering this complaint.

IV. Application Discussions

A. Return to Practice

- 1. Angela Reidburn - Angela agreed to appear before the board before returning to practice. She was unable to attend this board meeting, so the Board Administrator will ping her again to see if she would like to be included on the February agenda.

B. LMAC

- 1. Nicolette Johnson - Nicolette Johnson appeared at the meeting and the Board had a discussion about her application for LMAC. She had filled out the Grandfather application, but she did not qualify for that route. Licensing Specialist Rixen will send the applicant an email with the



correct application and instructions for the additional \$75 due for her application.

2. Haeley Bauer - Board Chair Snyder asked that Haeley's name be included on this agenda as another example of a licensee that will not qualify under the LMAC Grandfather process. Haeley submitted her hours log to the Board in October, but it did not contain any further information for an application. Licensing Specialist Rixen will contact Haeley with the appropriate application for her to continue in her application towards LMAC.

The discussion of the LAC to LMAC process spurred a conversation about how the website is currently laid out for users. Administrator Effertz noted that the layout and forms listed on the website are not intuitive for applicants, and it was decided that Vice Chair Traen, Treasurer Ekren, Administrator Effertz, and Specialist Rixen will find time to go over the pages on the website and implement changes to make the process smoother for the applicants.

V. Discipline File Updates

- A. Discipline Table - Board Administrator Effertz gave an update of the individuals on the discipline table and noted that everyone is on-track with their settlement agreements. Vice Chair Traen commented that it would be nice to have a summary of the situation included on the table. Board Administrator Effertz will begin including the narrative that is listed on the NPDB as an additional field in the table.

VI. Consent Agenda - The individuals below were approved through one motion by Board Member Senn. Board Member Stenehjem Titus seconded the motion. The motion passed in a vote of 5 Yays, 0 Nays, 2 Absent.

A. Clinical Training - As approved by MD

1. Joni Mattern - Transfer to TAAP - Awaiting Hours Verification for Notes, but approved.

B. Licensed Addiction Counselors

1. Kristen Hooper - 10/28/2022 (Conditional Based on Receipt of Official Test Results)
2. Michaela Gorman- 11/7/2022

C. Licensed Addiction Counselors - Reciprocity

1. Jessica Rundle-Conell - 11/2/2022

D. Licensed Clinical Addiction Counselors

1. Laura Hanson 10/13/2022

E. Registered Private Practice

1. Bethany Peterson 10/14/2022

F. Registered Clinical Supervisor

1. Jessica Bodine 10/13/2022

VII. Audit

- A. Alison Hofstad - The Board discussed Alison's audit and Vice Chair Traen moved the individual will be required to obtain her missing 3 supervision credits within 30 days, those credits will not count towards the next audit cycle, the individual will be included in the next audit cycle, and if the credits are not completed within 30 days the Board will consider disciplinary action. The motion was seconded by Board Member Stenehjem Titus and passed with a vote of 5 Yays, 0 Nays, 2 Absent. Administrator Effertz will draft correspondence to the licensee with the information.
- B. Vicki Loyland - During the discussion of Vicki's audit submission, it was discovered the Administrator was using an outdated email address. Vice Chair Traen sent an updated email address to use for correspondence. The Administrator will email Vicki and request updated contact information and more information about her audit submission.
- C. Rob Hansen - The Board discussed Robert's audit and decided Administrator Effertz will send correspondence advising he was misidentified as an LMAC for purposes of the audit and advising him that he will need to contact his previous employer for copies of CEU certificates that he does not currently have access to. Additionally, Administrator Effertz will advise that there were no CEU modifications for COVID, and that if the Board does not receive the requested information they will assume that he did not meet the requirements and consider further action.
- D. Emily Althoff - The Board discussed Emily's audit submission, in which the licensee admitted they were short on the required ethics credits. Vice Chair Traen moved that the licensee should be contacted and advised to submit evidence of completion of the ethics credits within 30 days. Those credits will not count towards the following audit cycle, and the licensee will be included in the next audit. The motion was seconded by Board Member Stenehjem Titus and passed with a vote of 5 Yays, 0 Nays, 2 Absent. Administrator Effertz will draft correspondence to the licensee with the information.
- E. Calie Brown - Board Member Doster presented on Calie's submission and had several concerns regarding the appropriateness of the CEU credits supplied for the

audit. Board Member Doster moved that this licensee should complete 29.25 appropriate and approved credits within 60 days, that those credits will not count towards the current cycle, this licensee will automatically be included in the next audit, and that Calie appear at the February Board meeting to discuss what is required for the continuing education in the field of addiction counseling. Board Member Stenehjem Titus seconded the motion and it was approved with a vote of 5 Yays, 0 Nays, 2 Absent. Board Administrator Effertz will work with Vice Chair Traen and Board Member Doster to draft the correspondence to the licensee.

VIII. Governance

- A. Officer Selection - The Board chose new officers for this term and had a discussion about Chair Snyder and Member Doster being held-over as Board members because their terms ended on December 31, 2022 and there have not yet been any applicants to fill their roles. Administrator Effertz was encouraged to email the in-state members of the academic review committee and solicit applications for the open positions.
1. Chairman - Board Member Senn moved that Vice Chair Traen be nominated as the new Chairman. Board Member Doster seconded the motion. Traen was elected Chair in a vote of 5 Yays, 0 Nays, 2 Absent. Chair Traen opted to let Previous Chair Snyder continue control of this meeting until conclusion.
 2. Vice Chairman - The Board discussed which Board member would make a good Vice Chair and decided that Leslie Bakken Oliver would be best suited for this role given her proximity to the Board Administrator's office in Bismarck. Board Member Snyder moved to nominate Bakken Oliver, Board Member Senn seconded, and she was elected as Vice Chair in a vote of 5 Yays, 0 Nays, 2 Absent.
 3. Treasurer - The Board discussed the role of Treasurer and determined the functionalities of treasurer have been delegated to the Administrator, but the position must be elected pursuant to code. Board Member Doster moved to approve Board Member Ekren to continue in her role as Treasurer, and Board Member Senn seconded the motion. Ekren was voted Treasurer by a vote of 5 Yays, 0 Nays, 2 Absent.
- B. Administrative Rules Review - The Board tabled a review of the administrative rules document until after the legislative session, as some of the bills passed this session may require an administrative rules revision. The running document with ideas/issues was sent to the Board members for review, and this item will be revisited during the Quarterly meeting in July.
- C. Academic Review Committee/Transcript Reviews - There was a lengthy discussion regarding the use of the academic review committee for transcript reviews, and how it can take longer for the process to route through a Board

member, to an ARC member, and back again. Ultimately the Board decided that Administrator Effertz and Licensing Specialist Rixen can complete the transcript reviews using the crosswalk for accredited universities, especially those within North Dakota and MSU-M. Effertz/Rixen will also complete a transcript review for the out-of-state transcripts, on-off universities not typically seen in our applications, or other educational institutions, and pass them along to a member of the ARC for review, and agreed to reach out to a Board member or ARC member if there are in-state transcripts that require further evaluation before a decision can be made. Karalee Harper made comments that she was currently waiting on transcript reviews from South Dakota, which is an accredited university, and expressed frustration with the length of time it takes for a clinical trainee to be able to begin training due to transcript review.

IX. Legislation & Rules - David Schaibley gave an overview of the bills working through the legislative session that may have impact on the Board and its licensees. These bills, and others, will be included in the monthly agendas through the end of session and any changes impacting the NDBACE will be discussed post-session as part of the administrative rules review process.

- A. HB 1050 - This bill is a clean-up bill that changes “substance abuse” to “substance use disorder” throughout N.D.C.C. Ch. 50-31 and allows notices to be sent via email or regular mail.
- B. HB 1145 - This bill would extend the statute of limitations for a victim of a sex crime or human trafficking if they have been diagnosed with a disabling mental condition.
- C. SB 2184 - This bill would impact several facets of board administration including term, length of licensure, foreign practitioners, audits, and ending fund balances. This bill was flagged for monitoring and Administrator Effertz will work with Chair Traen, Attorney Schaibley, and Board Member Snyder to prepare testimony for the committee hearing.
- D. SB 2187 - This bill applies to professional counselors, but Attorney Schaibley flagged it for monitoring purposes. The bill would facilitate interstate practice of counseling through a compact. It does not include addiction counseling at this time.

X. Timely Topics

- A. Virtual Supervision Inquiry - The Board received an inquiry whether addiction counselors were able to utilize virtual supervision or telesupervision for supervision requirements. After discussion it was decided that it is not permitted and there were no plans to implement virtual supervision allowances at this time.
- B. Anonymous Complaint Process - The Board received a complaint from an individual that would like to keep the complaint anonymous. The Board discussed



and decided that if the complainant wants the complaint to be processed they will need to allow their information to be released in order to make sure that the accused can adequately confront their accuser's arguments. Administrator Effertz will email the complainant and let them know the complaint will only be processed if they agree to release their information to the accused.

- C. OTP and Licensure Inquiry - The Board received an inquiry whether licensees on an opioid treatment program (OTP) would have to file any sort of additional documentation when becoming licensed. The Board decided this would not trigger any additional disclosure, as it would be the same as requiring a qualifier on some other type of medication or medical program. Administrator Effertz will respond to the inquiry and advise.
 - D. Adding Providence House and Northern Plains Children's Advocacy Center to the NW Training Consortium - The Board discussed a request from Dr. V. Michels to add two sites to the NW Training Consortium. After discussion, Patti moved to allow the addition and Marvis seconded the motion. It passed with a vote of 5 Yays, 0 Nays, 2 Absent.
- XI. Other Board Business** - There were no additional items discussed under this agenda item.
- XII. Adjourn** - Board Member Snyder adjourned the meeting at 12:36pm.