Friday, July 17th, 2026
9:00 AM
QUARTERLY MEETING MINUTES

Board Attendees: Jeremy Traen, Jana Theisen, Allison Wanner, Taylor Hort, and Thomas Frei

Other Attendees: Lance Effertz, Ben Evans, Terry Effertz, William Woodworth, Denise Andress,Taylor Kittleson, Dustin Bratten, A Willis, Jessica Bodine, Chelsie Lang, Kristin Larson, Tifani Bachmeier, Haeley Delahee, Patrick Gulbranson, A Johnston, Kiki Schatz, James Knopik, Amanda Myhre, Cianna Rabbithead, Kaleene Otoo, Winonah Monette, Shuber, Nicole Fettig, Alex Dralle, Marc Michaelson, Britney Schwinn, Elsie Motter, Kim Miller, Jennifer Johnson, Lindsay Jellesed, Jay Adams, Christy Anderson, Lalisa Ward, Stacie Peterson

I. **Call to Order - 9:02 AM**

II. **Review of Meeting Minutes -** The Board reviewed the minutes of the May 15th 2026 meeting. Member Theisen motioned to approve the minutes. Approved by Voice Vote. Motion carried.

III. **Consent Agenda -** During discussion, a question was raised regarding Item 3.5.1 (Darin Hassel, Registered Clinical Supervisor) concerning CEU documentation that had been submitted across multiple, inconsistent uploads. Terry offered to pull and verify the CEU documentation directly and report back later in the meeting . The Board approved the rest of the consent agenda in a unanimous voice vote.

A. Clinical Training

1. Tifani Bachmeier (TH)
2. Jareb Kinney (JT)
3. Linsey Gundmunsen (JT)
4. Greg Kelly (TH)
5. Mychal Cook (TH)
6. Dustin Braaten (TH)
7. Allison Heid (TH)
8. Nichole Amundson (JT)
9. Alexis Bosch LMAC (TH)
10. Jessica Atkinson LMAC (TH)
11. Leona Brun LMAC (TH)
12. Jeffery Noll LMAC (JT)

B. Licensed Addiction Counselor

1. Kayla Bourgois (TH)

2. Kelly Lockhart (TF)
3. Vanessa Pollard (TH)
4. Zoe Geisinger (TH)
5. Darian Haug (TH)
6. Chelsie Jenson (TH)
7. Adams, Jesslynn (TH)
8. Thorgramson, Shannan (TH)
9. Jamie Belgarde (TH)
10. Annika Santiago (TF)
11. Nikita Hovde (TH)

C. Licensed Master Addiction Counselor

1. Jessica Cate (TF)
2. Heather Lowe (CBW)
3. Kolden, Justin (AW)

D. Registered Private Practice

E. Registered Clinical Supervisor

1. Darin Hassel (JT)
2. Tanya Heustis (TH)

F. Clinical Supervision Plans

1. Elizabeth MacDonald (TLE)

G. Name Changes

1. Fahsholtz, Brooke (FKA Lejeune)(TLE)

H. Exam Applications

1. Zoe Geisinger (TLE)

IV. **Select Vice Chair of Board -** Member Wanner volunteered. Member Frei moved to nominate, seconded by Member Hort. Motion passed. Administration will coordinate with Member Wanner to obtain the appropriate signature for updated licenses. Board Chair Traen noted he will not be available to attend the September meeting.

V. **Eligibility for Internship -** Administrator Effertz raised a recurring question about who qualifies for "Internship" status, since the term is used inconsistently (University Internship vs. Board "Trainee" status). Legal Counsel clarified the Code defines internship as supervised work experience at a licensed facility, distinct from academic internship terms. Kim Miller noted Master's students have historically used their hours for dual licensure without issue.

The Board discussed whether University Internship hours (typically 700, with 50%+ under an addiction counselor supervisor) can count toward Board Trainee status while a student is still pursuing a related license, rather than after obtaining it, and noted a practical wrinkle where a 350-hour cap on the registration form limits how much facilities can pay Trainees.

The Board concluded the individual(s) in question may proceed as Trainees despite outstanding coursework, since their hours are being accrued through a University

placement. The Board directed Legal Counsel Woodworth and Lead Administrator Effertz to draft clarifying code language for the next rule rewrite.

VI. Academic Update - Denise Andress, Director of the Training Academy for Addiction Professionals (TAAP), provided the quarterly update on behalf of the North Dakota Coalition of Consortiums:

A. The Coalition is working to standardize clinical training evaluation methods (mock orals vs. case presentations) across consortiums statewide so that training requirements are consistent regardless of location.

B. A small committee will update and standardize Board forms (removing inconsistencies with admin code, improving formatting/fillability), coordinating with Board Administrators; forms will be redesigned for consistent branding once content is finalized.

C. A Joint Workforce Summit and Academic Review Session will be held October 2, 2026. The morning academic review session will bring together ND colleges/universities to align course syllabi with the Board's Crosswalk in advance of Transcript Review; the afternoon workforce summit will convene academic affairs leadership from participating institutions to discuss building an addiction/behavioral health workforce pipeline.

D. The academic review process will also be used to audit existing Crosswalk entries, since some course names/content have changed without the Crosswalk being updated.

Administrator Effertz noted the Board does not currently have an Academic-Background Board Member, but that her team's experience with transcript reviews gives them a good working knowledge of course content sufficient to screen syllabi, with the option to escalate to a subject-matter reviewer as needed.

VII. Complaints

A. 2025-5, 2025-7, 2025-9, 2025-12 - Litigation - The civil litigation office declined to proceed further without an affirmative vote from the full Board specifying the factual grounds and requested remedy (revocation, suspension, or other action). Civil litigation also declined to pursue interim suspension, citing both the high bar for such emergency action and open questions about statutory authority to do so.

B. 2026-3 - The Board authorized a settlement agreement to voluntarily revoke licensure. Board member Theisen reported that the Social Work Board sent the Licensee a Settlement/Revocation Agreement and is awaiting a response.

C. 2026-4 - Member Tom Frei motioned to place the Licensee on probation for six months, with monthly meetings/reporting with a Registered Clinical Supervisor, and completion of six CEU hours. Three hours in ethics and three hours in fraud, waste, and abuse. The motion was seconded and passed with a unanimous roll call vote.

D. 2026-6 - The Board did not resolve the matter and instead directed staff to request from the Complainant a copy of the resignation email/communication referenced in the complaint. The matter was tabled for a future meeting.

E. 2026-8 - Complaint was tabled until the next meeting due to a technical issue.

F. 2026-9 - Chair Traen motioned to go into executive session under NDCC § 44-04-19.2 (disciplinary investigation of an addiction counselor) and NDCC § 43-45-07.3(5) (confidentiality of patient/licensee records) Vice-Chair Wanner seconded the motion and a Roll Call Vote passed. The executive session ended at 11:55 am. The board approved a settlement agreement to place the licensee on probation for six (6) months, conditioned on submission of a written clearance letter from her treatment provider.

VIII. Discipline

A 2025-6 - The three month probation period was deemed concluded in late May 2026.

B. 2025-10 - The Board considered a request to approve Stacey Peterson (RCS) as the registered clinical supervisor for the Complainant. Motion passed with a Roll Call Vote.

IX. Other Board Business

A. Consent Agenda Follow-Up: Darin Hassel RCS - Terry reported that she verified the CEU documentation held out for Item 3.5.1 (Darin Hassel), including confirming with an outside party that additional CEUs had been submitted, and provided the Board a supporting spreadsheet/folder link. Approved with a roll call vote.

B. Clarification of Open Records Request - Lance raised an Open Records Request seeking all complaint records dating back to January 1, 2018, with the requester specifying certain search terms and referencing an electronically searchable system. Lead Administrator Effertz advised that because the Board does not maintain a searchable database (records are managed in individual PDF files). Staff should respond to the requester with a good-faith, realistic estimate of the time and cost required to search and redact responsive records, and request prepayment for any estimated fees exceeding $50 before proceeding, consistent with standard Open Records Practice. Legal Counsel Woodworth confirmed there is no statutory requirement to narrow estimates to a specific formula, and that requester intent or identity generally cannot be inquired into under open records law. Lead Administrator Effertz noted that if fulfilling this request requires a significant amount of staff time, she will separately request reimbursement from the Board for that cost.

C. Additional Updates -

1. CEU Audit (Administrators Theisen and Frei assigned reviewers): Administrator Evans will resend links to the shared folders; an auto-generated tracking spreadsheet has been created as a starting point for review (approximately 5–6 files assigned to each reviewer).
2. Annual CEU Audit (10% of Licensees): Audit notices have been sent to all selected Licensees; staff is still processing responses as they come in.
3. Licensing Volume: Lead Administrator Effertz informed the Board that the labor commissioner reports have been filed for the last year and NDBACE licensed 58 addiction

counselors in the trailing 12 months, compared to a historical average of approximately 40.

X. **Adjourn - 12:27pm**

**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.*