Friday, July 11, 2025
9:00 AM
QUARTERLY MEETING MINUTES

Board Attendees: Jeremy Traen, Taylor Hort, Leslie Bakken Oliver, Jana Theisen , Courtney Burgad-Wifall and Thomas Frei

Other Attendees: Lance Effertz, Laura Helbling, Stephen Hanson, Brittney Eisenzimmer, Heather Moen, Amanda Myhre, Steph Jochim

I. Call to Order: 9:02AM

II. Review of Meeting Minutes - Member Bakken Oliver moved to approve the minutes from the June 13, 2025 Meeting.Member Hort seconded the motion. Motion carried.

III. Consent Agenda - Member Bakken Oliver moved to approve the Consent Agenda. Member Hort seconded the motion, Roll Call Vote Jeremy Traen-Y, Jana Theisen-Y, Taylor Hort-Y, Leslie Bakken Oliver-Y, Thomas Frei-Y and Courtney Burgad-Wifall. Approved unanimously.

Consent Agenda

A. Clinical Training

1. Connie Lewis
2. Elizabeth MacDonald

IV. Complaints

A.Tyler Mckay - Member Bakken Oliver requests that Tyler respond to the incident of the claim from June 4th, 2025. Laura will reach out to Tyler for a response.

B. Amanda McMahon - Member Bakken Oliver reviewed the complaint. Member Bakken Oliver moved to dismiss complaint #1 based on the investigation and response from Amanda McMahon.This does not rise to an ethical violation. Member Burgad-Wifall seconded the motion, Roll Call Vote Jeremy Traen-Y, Jana Theisen-Y, Taylor Hort-Y, Leslie Bakken Oliver-Y, Thomas Frei-Y and Courtney Burgad-Wifall. Approved unanimously.

Member Bakken Oliver reviewed the complaint #2. Member Bakken Oliver moved to dismiss complaint #2 based on the investigation and response from

Amanda McMahon. This does not rise to an ethical violation. Member Hort seconded the motion, Roll Call Vote Thomas Frei-Y Jeremy Traen-Y, Jana Theisen-Y, Taylor Hort-Y, Leslie Bakken Oliver-Y, and Courtney Burgad-Wifall. Approved unanimously.

Chair Traen questioned 42CFR Part 2 rules and copy of records. Steve Hanson will research 42CFR Part 2 and inform the board next month.

Brenda Owen- waiting for response from Brenda Owen. Move to August Board meeting.

Heather Moen-Member Bakken Oliver moved to remove probation effective 7/21/2025. Member Burgad-Wifall seconded the motion, Roll Call Vote, Jana Theisen-Y, Taylor Hort-Y, Leslie Bakken Oliver-Y, Thomas Frei-Y and Courtney Burgad-Wifall and Jeremy Traen-Y. Approved unanimously.

V. Other Board Business

A. NDBACE Board Member Duties-Chair Traen reviewed duties and responsibilities. Chair Traen will visit with Member Motter on transcript reviews as we need a LAC with academic background.

B. License Renewals-Lance Effertz discussed procedure for renewals and dates. December 1st late fees will apply.

C. Audits-Lance Effertz discussed procedures for audits and dates.45 Licensees will be selected.

D. Brittney Eisenzimmer - upgrading to LMAC she is a LPCC requiring 2000 hrs supervision clinical hours. The Attorney General opinion stated if she is licensed by another board as a LPCC and has a masters in her other field she meets the 2000 hour requirement. The board asked that Brittney apply to review..

VI. Adjourn at 12:10pm

**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.*