Friday, October 24, 2025
9:00 AM
QUARTERLY MEETING MINUTES

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

Other Attendees: Lance Effertz, Laura Helbling, Stephen Hanson, William Woodworth, , Heather Moen, Tyler McKay, James Knopik, Kurt Snyder, Denise Andress, Kailee Ferguson, Ryan Messer, Terri Andersen, Mel Hunter, Beth Stroupe-Menge, Kayla Schneibel

I. **Call to Order: 9:01AM**

II. **Review of Meeting Minutes -** Member Burgad-Wifall moved to approve the minutes from the September 12, 2025 Meeting.Member Bakken Oliver seconded the motion. Motion carried.

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

Consent Agenda

A. Clinical Training

1. Zoe Geisinger
2. Kayla Bourgois
3. Chelsie Jenson
4. Nikita Howard
5. Alexander Schulz
6. Marissa Mutschler

B. Licensed Addiction Counselor

1. Farah Aniso Reciprocity (MN)
2. Tayler Matthews Reciprocity (VA)
3. Victoria Church
4. Leslie Braggs-WA
5. Bonnie Hughes-TX
6. Kara Martell

C. Licensed Master Addiction Counselor

1. Crystal Askvig
2. Candace Azure

D. Registered Clinical Supervision

1. Thomas Frei
2. Cassidy Brendel-Jahner

IV. Complaints

A. Tyler McKayMember Bakken Oliver needs to review more information the complaint will be discussed in November.

B. Brenda Owen-Member Bakken Oliver needs to review the previous settlement; this complaint will be discussed in November.

C. Heather Moen-Member Motter motioned to issue a Settlement Agreement. 18 month probation requiring weekly supervision, monthly reports submitted to the board and 9 months to complete 12 CEU on Integrative Care and Crisis Situations and 3 CEU on Professional Relationships. Member Bakken seconded the motion, Roll Call Vote Jeremy Traen-Y, Thomas Frei-N, Elsie Motter-Y, Jana Theisen-Y Leslie Bakken Oliver-Y and Courtney Burgad-Wifall. Vote Passed 4-1

V. TAAP Presentation-Kurt Snyder and Denise Andress gave a presentation. The purpose is to strengthen communication between TAAP and NDBACE, identify and address barriers in the addiction counselor training process and develop coordinated solutions to expand and sustain the workforce.

VI. Private Practice -Attorney General William Woodworth discussed Private Practice applications.Do “LLC” need to apply for Private Practice.William will research Secretary of State requirements.Independent Practice is self-employed. LLC would be self-employed so therefore would need to apply for Private Practice.

VII. Future Board Meeting Dates-Reviewed 2026 Meeting Dates

January 9, 2026	February 13, 2026	March 13, 2026	April 10, 2026
May 8, 2026	June 12, 2026	July 10, 2026	August 14, 2026
September 11, 2026	October 9, 2026	November 13, 2026	December 11, 2026

VIII. Board Duties Chair Traen reviewed yearly Board Member Duties.

Chair-Member Motter motioned for Jeremy Traen to be Chair, Member Burgad-Wifall seconded.Roll Call Vote Jeremy Traen-Y, Jana Theisen-Y, Thomas Frei-Y, Elsie Motter-Y, Leslie Bakken Oliver-Y and Courtney Burgad-Wifall. Approved unanimously.

Vice-Chair-Member Burgad-Wifall motioned for Elsie Motter to be Vice-Chair, Member Theisen seconded .Roll Call Vote Jeremy Traen-Y, Jana Theisen-Y, Elsie Motter-Y, Leslie Bakken Oliver-Y, Thomas Frei-Y and Courtney Burgad-Wifall. Approved unanimously.

Treasurer-Member Motter motioned for Taylor Hort to be Treasurer, Member Theisen seconded..Roll Call Vote Jeremy Traen-Y, Elsie Motter-Y, Leslie Bakken Oliver-Y, Thomas Frei-Y, Jana Theisen-Y and Courtney Burgad-Wifall. Approved unanimously.

IX. Other Board Business

Discussion training all board members on Transcript Reviews.
Member Motter discussed when applicants are missing a course and can take CEU classes to count. Suggested adding to crosswalk or a separate sheet.

X. **Adjourn at 2:45pm**

**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.*