

# nd state board of psychologist examiners

402 East Main Avenue, Suite 5 - Bismarck, ND 58501

Monday, December 18, 2017 @ 12-1:15pm CT

## AGENDA

1. **Call to Order & Attendance** (Dr. Haugen, Presiding)
2. **Mission Statement - Purpose and mission.** The purpose of the board of psychologist examiners is to regulate the practice of psychology, as defined through the legislative authority of North Dakota Century Code chapter 43-32, in the interest of and to preserve and protect the health, safety, and welfare of the public.
3. **BOARD BUSINESS**
  - a. **Complaints\*** (Dr. Kuchler/Dr. Haugen)
    - i. Complaints/Investigator Updates
      1. Dr. Baer
      2. Dr. Darveaux
    - ii. Discipline
    - iii. Business Items
      1. Dr. Flemmer (Dr. Adams Larsen)
      2. NDA and Contract with Dr. Kuchler (Mr. Schaibley)
  - b. **Applications Coordinator\*** (Dr. Ulven)
    - i. Sit for EPPP
      1. Dr. Weber (LP)
    - ii. Sit for Oral Exam
      1. Mr. Russell (ABA)
    - iii. For Limited Practice
      1. Dr. D’Orazio (Dr. Kolstoe)
    - iv. Open Application Files Needing Board Action or Discussion
      1. Mr. Hill (ABA)
      2. Dr. Gordon (LP)
      3. Dr. Donohue (LP)
      4. Dr. Kelley (LP)
    - v. Provisional License Status letters issued since last meeting
      1. Mr. Russell (ABA)
    - vi. List of Application Initiation Forms Received since last meeting
    - vii. List of Supervision Notification Forms Received since last meeting (Dr. Haugen)
      1. Dr. Parisien (Dr. Jollie-Trottier)
    - viii. Business Items: several procedures will be developed for January meeting
  - c. **Continuing Education Coordinator** (Dr. Boomgaarden)
    - i. Consent Agenda (in Basecamp)
    - ii. CE extension requests
    - iii. Renewal applications with CE Audit reports to discuss (see Basecamp)
  - d. **Renewals** (Dr. Haugen)
    - i. Board Office renewal information
      1. Individuals not renewing (see Basecamp)
      2. No application received (see Basecamp)

**Meeting Information:** The public is welcome to attend any meeting of the NDSBPE. Participation during a meeting is by invitation of the Board only. If this is a regularly scheduled meeting, additional topics may be added to the agenda at the time of the meeting. If this is a special or emergency meeting, the governing bodies discussion will be limited to the topics listed on the agenda.

**\*Executive Session Information:** This item may/must be discussed in an executive session. The legal authority for closing this portion of the meeting is one of the following North Dakota Century Code section(s) § 43-32-27.1 (discussion of patient records); § 44-04-18.8 (administration of examinations); or § 44-04-19.1 (consultation with Board attorney).

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3. Cannot practice letters will be issued January 1, 2018
  - ii. Applications with conduct items for discussion (see Basecamp)
  - iii. Applications with other issues for discussion (see Basecamp)
  - iv. Ratify licenses issued (see Basecamp)
  - e. **Legislative Coordinator** (Dr. Kolstoe)
    - i. NDAC Rulemaking updates
    - ii. Dr. Geigle inquiry and Health Services Committee meeting (January 3, 2018)
  - f. **Examination Coordinator\*** (Dr. Haugen)
    - i. Oral Exams (January 17, 2018; April 18, 2018)
      1. Locations
      2. Procedure (7+ eligible to sit for January)
    - g. **Board Office Coordinator** (Dr. Haugen)
      - i. Monthly Status Report – (#Calls, #Emails, #Verifications, #Applications, etc.): begin to collect data January 2018
      - ii. Monthly Board meeting duration
      - iii. General Board Office functioning
        1. Efficient communication with the public (email sorting/forwarding, Board member communications)
        2. Potential outreach notifying licensees/registrants of email changes
      - iv. Forms utilized by the Board Office (see email from Dr. Kolstoe)
        1. Notification of Supervision Relationship
        2. ABA North Dakota Coursework (ASPPB; see Basecamp)
      - v. Meeting Minutes to be approved (see documents in Basecamp)
        1. November 10, 2017-Board Office Meeting
        2. November 17, 2017-Board Office Meeting
        3. November 20, 2017-Board Meeting
        4. December 8, 2017-Board Office Meeting
        5. December 13, 2017-Renewal Meeting
      - vi. Monthly Finance Report (see document in Basecamp)
      - vii. Board Audit (see Engagement Letter in Basecamp)
  - h. **Outreach/Training Coordinator** (Dr. Adams Larsen)
    - i. Outreach Updates (see report in Basecamp)
    - ii. Upcoming Training
      1. FARB Forum – January 25-28 (Coronado, CA): Dr. Adams Larsen, Mr. Schaibley (Board of Audiology able to pay for half, NDSBPE paying for half)
      2. ASPPB – April 12-15 (Savannah, GA): Dr. Boomgaarden and Dr. Haugen possibly attending
      3. CLEAR – Investigator training
    - i. **Budget Coordinator** (Dr. Kolstoe)
      - i. Budget of 2017-2018 (review document in Basecamp)
- #### 4. NEW BUSINESS
- a. General items to address

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- b. Inquiry Items
- 5. **SPECIAL TOPICS**
  - a. ASPPB supervision guidelines (Dr. LaRocque)
  - b. School Psychology (Dr. Kolstoe) – potential outreach collaboration with NDBCE (Dr. Adams Larsen)
  - c. DoH Autism Advisory Group (Dr. Boomgaarden)
  - d. Child Support Enforcement Meetings (Dr. Adams Larsen/Mr. Schaibley)
- 6. **Other Business Arising – time permitted**
- 7. **Adjourn**

### **Next Board Regular Meetings (noon CT to 1:15 pm):**

2018 DATES: JAN 8, FEB 12, MAR 19, APR 16, MAY 21, JUNE 18, JULY 16 - 17 (BOARD RETREAT?), AUG 20, SEPT 17, OCT 15, NOV 26, DEC 17

### **Board Office Meetings:**

2017 DATES: DEC 22

2018 DATES: TBD

### **Oral Exams:**

2018 DATES: JAN 17 (WED), APR 18 (WED), JULY 25 (WED), OCT 17 (WED)

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