

**NDBSWE MEETING MINUTES  
November 13, 2018  
Sakakawea Rm., State Capitol, Bismarck, ND  
Draft Minutes**

The meeting was called to order by Vice Chair, Nichole Fontaine-Vonesh, at 8:30 AM.

***Present***

Chair – Heidi Nieuwsma, Nichole Fontaine-Vonesh, Dr. Jayne Hardy, Rhonda Allery, Dyanna Ah Quin, and Cory Pedersen.  
Others: Nikki Owings; Jacinda Simmons; and Dave Schaibley, Legal Counsel; Kathleen Nelson; Katherine Yantzer; Kelly Fox.

***{Nieuwsma & Ah Quin absent}***

***Minutes***

It was **moved and seconded** to approve the minutes for August 7, 2018.  
(Hardy/Pedersen/carried) [Nieuwsma & Ah Quin absent]

It was **moved and seconded** to approve the minutes for September 6, 2018.  
(Hardy/Pedersen/carried) [Nieuwsma & Ah Quin absent]

***{Ah Quin present}***

***Financial Report***

Everything is in-line with the budget fifteen months into the 24-month cycle. The audit went over budget by \$175.

It was **moved and seconded** to designate \$100,000 to a litigation reserve.  
(Hardy/Fontaine-Vonesh/carried) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin (y), Allery (y), Pedersen (y)] [Nieuwsma absent]

It was **moved and seconded** to approve the financial report as presented. (Hardy/Ah Quin/carried) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin (y), Allery (y), Pedersen (y)] [Nieuwsma absent]

***{Nieuwsma present}***

***Interim Legislative Health Services Committee Update/Proposed Legislation***

A committee was formed of Nieuwsma, Hardy, Ah Quin, & Pedersen to review comments from the legislative committee. The Board's committee will meet on Fridays at noon beginning November 30.

Ah Quin will visit with Gretchen Dobervich to address her concerns. Board members will

talk to legislators to try obtain sponsors for the bill.

The Board will have a special meeting on December 21 to approve committee changes and finalize the bill draft.

### **Complaints**

The Board office will use backslashes instead of “vs.” for complaints on future agendas and minutes.

**Germain/Young #2018-05** – No new action.

**Heinen Jacobsen/Young #2018-06** – No new action.

**Bryant/Lindsey #2018-07** – The Board will continue to investigate and give Bryant 30 days to respond to all complaint information the Board has received.

**Bryant/Scarisbrick #2018-08** – The Board will continue to investigate and give Bryant 30 days to respond to all complaint information the Board has received.

**Dunwoody/Bosch #2018-10** - It was **moved and seconded** to dismiss the complaint with a directive to review the Code of Ethics concerning conflicts of interest. (Ah Quin/Pedersen/unanimous) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin (y), Allery (y), Nieuwsma (y), Pedersen (y)]  
**[Legal Counsel]**

**Uhrich/Osadchuk #2018-11** - It was **moved and seconded** to dismiss the complaint with a directive to review the Code of Ethics concerning confidentiality. (Ah Quin/Fontaine-Vonesh/unanimous) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin (y), Allery (y), Nieuwsma (y), Pedersen (y)]  
**[Legal Counsel]**

**Fuher/NDBSWE #2018-12** – The Board will request the findings of the administrative law judge.

**Sehrt vs. Babb #2018-13** - It was **moved and seconded** to dismiss the complaint. (Pedersen/Allery/unanimous) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin (y), Allery (y), Nieuwsma (y), Pedersen (y)]  
**[Legal Counsel]**

**Houseman/Sundby #2018-14** – Table to February meeting to allow more review time.

**Knudson/Taylor #2018-15** – Table to February meeting to allow more review time.

**Tangen/Humphrey #2018-16** – Table to February meeting to allow more review time.

**Hawley/Schmid #2018-17** - It was **moved and seconded** to dismiss the complaint. (Pedersen/Fontaine-Vonesh/carried) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin

(y), Allery (abstains), Nieuwsma (y), Pedersen (y)]

[Legal Counsel]

**{Pedersen absent}**

***Ethical Concern Correspondence/Inquiries***

**Rose Steinkuehler** – It was **moved and seconded** to send a letter to Steinkuehler closing the matter. (Nieuwsma/Fontaine-Vonesh/carried) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin (y), Allery (y), Nieuwsma (y)] [Pedersen absent] **[Bd. Office]**

**Gerri Anderson** - It was **moved and seconded** to dismiss with a cautionary letter. (Ah Quin/Hardy/carried) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin (y), Allery (y), Nieuwsma (y)] [Pedersen absent] **[Bd. Office]**

**Stacey Leben** - It was **moved and seconded** to administratively close the case because there was no written and signed complaint. (Fontaine-Vonesh/Allery/carried) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin (y), Allery (y), Nieuwsma (y)] [Pedersen absent] **[Bd. Office]**

**Lynnea Ritz** – The Board office will add a column to the disciplinary actions on the website. When a settlement agreement has been fulfilled a statement, “This person is no longer under discipline. They are licensed and in good standing.” will be added with the effective date. **[Legal Counsel & Bd. Office]**

**Notices of Discipline** – From this point forward, the Board will post all disciplinary actions in the licensee’s regional newspaper. **[Legal Counsel & Bd. Office]**

***Disciplinary Action Update***

**Anne Leuthard** - Suspension to 12-21-2018; 10 CE hrs. in ethics/boundaries with 10 submitted.

**{Fontaine-Vonesh absent}**

**Jane Johnson** - Probation to 9-8-2018; attended 2 of 2 meetings; 10 CE hrs. in ethics/confidentiality with 10 submitted.

It was **moved and seconded** to send a closing letter now that she has fulfilled settlement agreement requirements. (Nieuwsma/Hardy/carried) [Roll call: Hardy (y), Ah Quin (y), Allery (y), Nieuwsma (y)] [Pedersen and Fontaine-Vonesh absent]

**[Legal Counsel]**

**{Fontaine-Vonesh present}**

**Linda Harmon** - Probation to 9-14-2018; 5 CE hrs. in communication and documentation with 0 submitted.

It was **moved and seconded** to send a letter that she has not completed CE requirements of the settlement agreement and require to attend next Board meeting to explain why. (Nieuwsma/Hardy/carried) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin (y), Allery (y), Nieuwsma (y)] [Pedersen absent] **[Legal Counsel]**

**Tara Schaefer-Nygaard** - 10 CE hrs. in ethics/boundaries/confidentiality with 10 submitted pending Board approval; due 4-4-2019. Board approve the continuing education.

It was **moved and seconded** to send a closing letter now that she has fulfilled settlement agreement requirements. (Allery/Hardy/carried) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin (y), Allery (y), Nieuwsma (y)] [Pedersen absent] **[Legal Counsel]**

**Julie Rivenes** - Probation to 7-3-2019; attended 0 of 2 meetings; 20 face-to-face CE hrs. with 0 submitted.

**Kara Knecht** - Attended 1 of 1 meeting; 5 CE hrs. in interpersonal skills & conflict de-escalation; written report to Board by Nov. 1, 2018; Bd. to review report. Board approved report. Board will send letter that case is closed. **[Bd. Office]**

**Katherine Yantzer** - Attended 0 of 1 meeting; 6 CE hrs. in confidentiality; discuss with Board CE course and review of Code of Ethics by Nov. 13, 2018. Yantzer in attendance at this meeting.

Board will send letter that case is closed once the continuing education is received. **[Bd. Office]**

**Kelly Fox** - Probation to 6-26-2019; attended 1 of 2 meetings; 14 CE hrs. of which 5 must be ethics, with 0 submitted. He attended this meeting and will submit his continuing education.

**Melissa Johnston** - Probation to 6/26/2019.

**Ashley Jahner** - Probation to 7-12-2019; attended 1 of 1 meeting.

The wrong law was cited in her settlement agreement. Legal counsel will send out a corrected one. **[Legal Counsel]**

**Christine Petersen** - Probation to 7-12-2020; attended 0 of 2 meetings; 22.5 hours with 2 in ethics with 0 submitted.

The continuing education she submitted was approved by the Board.

**Nancy Germain** - Consider letter regarding review of code of ethics.

Board will send letter that case is closed.

**[Bd. Office]**

### ***MSW Supervision Plans***

The Board reviewed the list of approved plans.

**Heather Ibach** – She is practicing as a LAC and LCSW. Her plan is approved but she needs more hours in psychotherapy. Fontaine-Vonesh and Ah Quin will work to draft a letter to send her.

**[Fontaine-Vonesh & Ah Quin]**

For all new plans moving forward, the Board will no longer backdate to the date received since plans are now reviewed and approved between Board meetings. Board will backdate up to 60 days prior to approval.

**[Bd. Office]**

Fontaine-Vonesh will work on updating the MSW Supervision Plan form. **[Bd. Office]**

The Board will discuss hiring someone to review plans at the next meeting.

***{Pedersen present}***

### ***2018-2019 License Renewal Applications***

**Kathleen Nelson** – It was **moved and seconded** to revoke her license on a non-disciplinary basis. (Ah Quin/Hardy/unanimous) [Roll call: Fontaine-Vonesh (y), Hardy (y), Ah Quin (y), Allery (y), Nieuwsma (y), Pedersen (y)]

**[Legal Counsel]**

### ***CE Audits***

**Kristina Rice** – Send letter that her CE was received and audit is complete, and she will be audited for the next three cycles.

**[Bd. Office]**

**Lynette Rasmussen** – Legal counsel will follow up on the settlement agreement.

**[Legal Counsel]**

**Suzi Stein-Bercier** – She has submitted her CE and audit is complete.

**[Bd. Office]**

**Edith Christensen** – Legal counsel sent her a settlement agreement but has not received a response. He will contact her again.

**[Legal Counsel]**

**Kenneth Donarski** – Legal counsel will follow up with him regarding the settlement agreement.

**[Legal Counsel]**

### ***Application for Initial Licensure***

**Tara Schaefer-Nygaard** – She is approved for the LICSW license.

The Board office will send all applications for LICSW upgrade to Fontaine-Vonesh for review before issuing license.

**Jessica Christofferson** – Her application is almost 2 years old and she took the exam in June 2017. Once her background check results are received, her license can be issued.

***{Fontaine-Vonesh absent}***

***Application for Licensure by Reciprocity***

**Lamar Hill** – The Board chair and legal counsel will review the application.

**Guadencia Palamo-Burns** – The Board chair and legal counsel will review the application.

**Ann Franek** – The Board chair and legal counsel will review the application.

**Terri Sawyer** – The Board chair and legal counsel will review the application.

**April Savage** – The Board chair and legal counsel will review the application.

Any applications that cannot be approved will be on the agenda for the December 21 meeting.

***Criminal History Background Check***

Allery has completed initial training with BCI. She has another training to complete before she can begin reviewing background check results.

All Board member will need to complete the online training before they can view and discuss background check reports.

***Paperwork Process***

The Board office will investigate secure documents with Albertsons and request a presentation for the February meeting. **[Bd. Office]**

***Review of Continuing Education Processes***

Table to next February meeting.

***Licenses Issued July 26, 2018 to October 30, 2018***

The Board reviewed the list of licenses issued.

***Other***

**ASWB Updates** – Nieuwsma encouraged new members to attend the new Board member training.

**2019 Next Meeting Dates**

February 12, 2019	8:30 AM	Hampton Inn & Suites Northwest, Bismarck
May 14, 2019	8:30 AM	Sakakawea Rm., State Capitol
August 13, 2019	8:30 AM	Sakakawea Rm., State Capitol
November 12, 2019	8:30 AM	Sakakawea Rm., State Capitol

***Adjournment***

The meeting was adjourned at 1:30 PM.

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Chair

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Date

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Secretary

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Date

**Licenses issued 7/26/2018 to 10/30/2018:**

	Last Name	First Name	License Level	Upgrade	Reciprocity
1.	<a href="#">Larson</a>	Julie	Licensed Independent Clinical Social Worker	Yes	MN
2.	<a href="#">Roeder</a>	Alex	Licensed Independent Clinical Social Worker		
3.	<a href="#">Suby</a>	Lacy	Licensed Independent Clinical Social Worker	Yes	
4.	<a href="#">Wenner-Windahl</a>	Jaime	Licensed Independent Clinical Social Worker	Yes	
5.	<a href="#">Mitzel</a>	Lucas	Licensed Certified Social Worker	Yes	
6.	<a href="#">McLean</a>	Anna	Licensed Certified Social Worker		
7.	<a href="#">Olsen McGillivray</a>	Anna	Licensed Certified Social Worker	Yes	MN, ND
8.	<a href="#">Skjonsberg</a>	Allie	Licensed Independent Clinical Social Worker		MN
9.	<a href="#">Hutton</a>	Myste	Licensed Certified Social Worker	No	
10.	<a href="#">Wardner</a>	Joel	Licensed Social Worker	No	
11.	<a href="#">Farrenkopf</a>	Toby	Licensed Certified Social Worker		
12.	<a href="#">Schuetz</a>	Allison	Licensed Certified Social Worker		
13.	<a href="#">Akao</a>	Vesha	Licensed Certified Social Worker		
14.	<a href="#">Franklin</a>	Nicole	Licensed Certified Social Worker		
15.	<a href="#">Watson</a>	Kelly	Licensed Social Worker		
16.	<a href="#">Baker</a>	Katherine	Licensed Social Worker		
17.	<a href="#">Johnston</a>	Melissa	Licensed Social Worker		
18.	<a href="#">McAndrew</a>	Mariah	Licensed Social Worker		
19.	<a href="#">Burckhard</a>	Peggy	Licensed Social Worker		
20.	<a href="#">Kouao</a>	Akassi	Licensed Social Worker		
21.	<a href="#">Johnson</a>	Katie	Licensed Social Worker		
22.	<a href="#">Uhler</a>	Mariah	Licensed Social Worker		
23.	<a href="#">Rieke</a>	Grace	Licensed Social Worker		
24.	<a href="#">Bonsness</a>	Anna	Licensed Social Worker		
25.	<a href="#">Voigt</a>	Carly	Licensed Social Worker		
26.	<a href="#">Bruer</a>	Amber	Licensed Social Worker		
27.	<a href="#">Robertson</a>	Benjamin	Licensed Independent Clinical Social Worker		WY
28.	<a href="#">Bowman</a>	Alisa	Licensed Certified Social Worker		
29.	<a href="#">Stockert</a>	Braydon	Licensed Social Worker		
30.	<a href="#">Ingram</a>	Jennifer	Licensed Independent Clinical Social Worker		IN
31.	<a href="#">Lambert</a>	Miranda	Licensed Certified Social Worker		
32.	<a href="#">Raza</a>	Stephanie	Licensed Social Worker		
33.	<a href="#">Roemmich</a>	Peggy	Licensed Social Worker		MN
34.	<a href="#">Davenport</a>	Leland	Licensed Social Worker		
35.	<a href="#">Sobolik</a>	Nicole	Licensed Social Worker		
36.	<a href="#">Undlin</a>	Holly	Licensed Social Worker		
37.	<a href="#">Patzner</a>	Taylor	Licensed Social Worker		KS
38.	<a href="#">Sawyer</a>	Terri	Licensed Certified Social Worker		UT
39.	<a href="#">Clark</a>	Callie	Licensed Certified Social Worker		
40.	<a href="#">Olson</a>	Genevieve	Licensed Social Worker		
41.	<a href="#">Prouty</a>	Jennifer	Licensed Certified Social Worker		IA, MN, SD

LSW = 21

LCSW = 13

LICSW = 7

Initial License = 32

Upgrade = 5

Reciprocity = 9

LSW(ttl)= 1673

LCSW(ttl)= 411

LICSW(ttl)= 379

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**MSW Supervision Plans Approved 7/26/2018 to 10/30/2018:**

Joseph Butler  
Nicole Franklin  
Emily Johnson  
Ashley Peterson  
Holly Cotton  
Lindsey Krueger  
Brittany Schank

Courtney Burgad  
Jessica Wurtz  
Paul Polanski  
Lecia Hager  
Melissa Shigematsu  
Morgan Williams  
Brittany Williams