

**NDBSWE MEETING MINUTES
February 12, 2019
Regular Board Meeting
Hampton Inn & Suites, 2020 Schafer St, Bismarck, ND
Minutes**

The meeting was called to order by Chair, Heidi Nieuwsma, at 8:30 AM.

Present

Chair – Heidi Nieuwsma, Cory Pedersen, Jayne Hardy, Nichole Fontaine-Vonesh, and Rhonda Allery.

Others: Nikki Owings; Jacinda Simmons; Dave Schaibley, Legal Counsel; Jennifer Henkel, ASWB; Dan Sheehan, ASWB; Dave Ryczko, ASWB.

Absent

Dyanna Ah Quin

{Allery absent}

Minutes

It was **moved and seconded** to approve the minutes for November 13, 2018. (Fontaine-Vonesh/Pedersen/carried) [Allery and Ah Quin absent] **[Bd. Office]**

It was **moved and seconded** to approve the minutes for November 30, 2018. (Fontaine-Vonesh/Pedersen/carried) [Allery and Ah Quin absent] **[Bd. Office]**

It was **moved and seconded** to approve the minutes for December 7, 2018. (Fontaine-Vonesh/Pedersen/carried) [Allery and Ah Quin absent] **[Bd. Office]**

It was **moved and seconded** to approve the minutes for December 14, 2018. (Fontaine-Vonesh/Pedersen/carried) [Allery and Ah Quin absent] **[Bd. Office]**

It was **moved and seconded** to approve the minutes for December 21, 2018. (Fontaine-Vonesh/Pedersen/carried) [Allery and Ah Quin absent] **[Bd. Office]**

It was **moved and seconded** to approve the minutes for January 18, 2019 as amended. (Fontaine-Vonesh/Pedersen/carried) [Allery and Ah Quin absent] **[Bd. Office]**

Financial Report

Everything is in-line with the budget.

It was **moved and seconded** to approve the financial report. (Fontaine-Vonesh/Pedersen/carried) [Allery and Ah Quin absent] **[Bd. Office]**

It was **moved and seconded** to move \$100,000 to a new money market account and designate it for litigation fees. (Fontaine-Vonesh/Hardy/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Pedersen (y)] [Allery and Ah Quin absent] **[Bd. Office]**

{Allery present}

ASWB Presentation of Services

Jennifer Henkel, Dave Ryczko, and Dan Sheehan with ASWB discussed the services they can offer to the Board, including processing of complaints, continuing education, and review of supervision plans. ASWB charges a nominal fee to either the Board or the applicant. The Board would make the final decisions and approve anything questionable. Nieuwsma will work with ASWB to bring recommendations to the Board at its next regular meeting. **[Nieuwsma]**

Review of Board Management Contract

The Board would like to consider hiring a temporary employee to review complaints, supervision plans, and background checks for less than 30 hours per week and paid hourly. Tabled to May meeting.

It was **moved and seconded** to allow the APT, Inc. contract to go forward. (Nieuwsma/Fontaine-Vonesh/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] **[Bd. Office]**

Proposed Legislation

It was **moved and seconded** to approve proposed amendments to SB2361. (Fontaine-Vonesh/Pedersen/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent]

The Board will begin working on comparing the Board's code of ethics with NASW's code of ethics.

Complaints

Only the licensee's name and complaint number will be listed on the agenda and minutes going forward.

Bryant #2018-07 - It was **moved and seconded** to dismiss the complaint. (Allery/Pedersen/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] **[Legal Counsel]**

Bryant #2018-08 - It was **moved and seconded** to dismiss the complaint. (Allery/Pedersen/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] **[Legal Counsel]**

Fuher #2018-12 – Tabled to next meeting.

Houseman #2018-14 – Tabled to next meeting for further Board review.

Knudson #2018-15 - It was **moved and seconded** to dismiss the complaint.

(Allery/Pedersen/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] [Legal Counsel]

Tangen #2018-16 – Tabled to next meeting.

Forness #2018-18 - It was **moved and seconded** to dismiss the complaint.

(Allery/Fontaine-Vonesh/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] [Legal Counsel]

Hoeper #2018-19 - It was **moved and seconded** to dismiss the complaint.

(Allery/Pedersen/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] [Legal Counsel]

Getz #2018-20 - It was **moved and seconded** to dismiss the complaint.

(Allery/Hardy/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] [Legal Counsel]

Grotluschen #2018-21 - It was **moved and seconded** to dismiss the complaint.

(Pedersen/Allery/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] [Legal Counsel]

Anderson #2018-22 - It was **moved and seconded** to dismiss the complaint. (Fontaine-

Vonesh/Pedersen/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] [Legal Counsel]

Johnson #2018-23 - It was **moved and seconded** to dismiss the complaint.

(Allery/Pedersen/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] [Legal Counsel]

Quinn #2019-01 – No response has been received. The Board will request a response.

Quinn #2019-02 - No response has been received. The Board will request a response.

Ethical Concern Correspondence/Inquiries

Heather Aanderud - - It was **moved and seconded** to send a letter thanking her for the self-report and to continue with her current plan. (Nieuwsma/Fontaine-Vonesh/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] [Bd. Office]

Disciplinary Action Update

Anne Leuthard - It was **moved and seconded** to send a closing letter that she has met the terms of the settlement agreement and the suspension has been lifted.

(Nieuwsma/Pedersen/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] **[Legal Counsel]**

{Allery absent}

Linda Harmon - It was **moved and seconded** to send a letter clarifying the terms of the settlement agreement. (Nieuwsma/Hardy/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] **[Bd. Office]**

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

Kelly Fox - Probation to 6-26-2019; attended 2 of 2 meetings; 14 CE hrs. of which 5 must be ethics, with 14 submitted.

Melissa Johnston - Probation to 6/26/2019.

Ashley Jahner – Send a letter to have her sign the amended settlement agreement. **[Bd. Office]**

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

2016-2017 CE Audit

Lynette Rasmusson – **Update on status of agreement** – Legal counsel will follow-up.

Kenneth Donarski – **Update on status of agreement** – Legal counsel will follow-up.

Edith Christensen – **Update on status of agreement** – Legal counsel will follow-up.

2018-2019 License Renewal Application

Kathleen Nelson – Legal counsel will follow-up.

Application for Initial Licensure

Brooklyn Beito – It was **moved and seconded** to approve the license. (Fontaine-Vonesh/Pedersen /carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] **[Bd. Office]**

Madeline Swanson – - It was **moved and seconded** to approve the license. (Allery/Pedersen/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent] **[Bd. Office]**

Kristal Odden – Send a letter that she does not meet the standards for taking the licensure exam.

[Bd. Office]

Application for Licensure by Reciprocity

Lamar Hill – - It was **moved and seconded** to approve the license.

(Allery/Pedersen/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent]

[Bd. Office]

The Board office will send all applications for a license by reciprocity for all license levels and all states to Legal Counsel for review. Applicants must send laws of the licensure state from the time their license was issued there.

[Bd. Office]

Paperwork Process

Cloud Docs with Albertson Consulting, the Board's current IT provider is \$1200 per year.

ND IT Department also offers a secure documents repository for approximately \$1440 per year. Board members and office will need to have a state email account.

It was **moved and seconded** to move forward with using ND IT Department for secure documents repository. (Allery/Pedersen/carried) [Roll call: Nieuwsma (y), Fontaine-Vonesh (y), Hardy (y), Allery (y), Pedersen (y)] [Ah Quin absent]

[Bd. Office]

Criminal History Background Check

Allery will buy a secure lockbox and take the remaining training to be authorized to review background check results.

[Allery]

Review of Continuing Education Processes

Tabled

MSW Supervision Plans

Review of Approved Plans – The Board reviewed the list of approved plans.

James Cole Plan – Fontaine-Vonesh and Legal Counsel will write letter to tell him he cannot earn hours from before the date he submitted his plan.

[Fontaine-Vonesh & Legal Counsel]

Letter Template for Social Work – The Board office will send the template to the Board for review at the next meeting.

[Bd. Office]

Discussion of Reviewer of Plans – Pedersen will begin to work with Fontaine-Vonesh to understand how to review supervision plans.

[Fontaine-Vonesh & Pedersen]

Licenses Issued November 1, 2018 to January 31, 2019

The Board reviewed the list of licenses issued.

Other

ASWB Updates – Nieuwsma encouraged new members to attend the new Board member training. Board members will register with ASWB if they wish to attend.

Next Meeting Dates

March 19, 2019	2:00 PM	Conference call – Special Meeting
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 2:12 PM.

Chair

Date

Secretary

Date