

North Dakota Board of Social Worker Examiners
Special Meeting 8/31/2022

Present: Melissa Waind, Rhonda Allery, Jennifer Boeckel, Holly Hammarsten

Absent: Lacey Corneliusen, Rebecca Stutz, Cory Pedersen

Others: Lisa Feldner, Kayla Effertz Kleven, David Schaibley, Terry Effertz, Kristen Rubbelke

I. Call to Order - 7pm - Holly Hammarsten called the meeting to order at 7:00pm.

II. Minutes - The minutes from the August 9, 2022 meeting were discussed. There were no changes to the minutes. Holly Hammarsten made a motion to approve minutes and Rhonda Allery seconded. Unanimously approved by members present.

III. Communication Update -

A. New Emails - 266 pending emails, there was a surge after member communication was sent about the new management company. The pending applications are being sorted through, and the approved provider and program notifications are being approved and added to the website now that the process is clear. The short term process is to load into a drive to review the applications that were complete, but a long-term goal is to have access through the licensure software.

B. Meeting Materials location - Emails were issued to the board members to keep track of social work business and events through a specified account. The nd.gov emails were canceled because of the cost and lack of use and the board switched to Google for ease of use and cost savings.

C. Online Application Logins & Access - OE is working through the Big Picture software to find the best practices available with the current capabilities.

IV. Budget Proposal & Operations Update - OE received log-in information for the system during the transition and quickly realized there was no procedure or policy book and there were approximately 400 pending applications waiting to be acted upon. OE is logging approximately 100 per work to get the operations back on track. The budget is not inline with the actual expenditures or revenue, and Kayla Effertz Kleven gave a line by line overview of the old and new proposed budget. OE is still working to find all of the invoices from the past to ensure the numbers are in line with the actual use. OE explained that rent will increase slightly, but there will be savings in several other categories.

Rhonda Allery asked about providing board members payment for board meetings. David Schaibley explained that it is legal and some fences can be set around the meetings. Some boards pay a full day if over 4 hours and for ½ a day if under 4 hours. This matter will be discussed at a future meeting to determine fair amounts for board member pay.

After the normal budget review, OE proposed transition costs and new budget lines. There were fees for accounting transition fees and accounting support to comply with state law. Additionally, OE proposed an additional \$4500 per month for five months to help through the back-log of applications that was taken over at the time of transition.

A discussion ensued regarding the job duties of the admin and support staff that has been utilized for the backlog and writing the policy and procedure.

Rhonda Allery made a motion to accept the amended budget as presented, including the accounting transition and OE transition cost for \$4500 per month. Holly Hammarsten seconded. Motion was unanimous by those that were present.

V. Licensure Process

A short conversation was held about the competing deadlines between the different parts of the license process before moving on to the licensure process as it is currently being undertaken. The board members also discussed current fees and postage and it was determined that there is probably a better way to consolidate fees and process. A discussion regarding possible legislation that would keep the board special funded with a chunk of grant money was held and the new effort of streamlining boards through the acute psychiatric treatment committee was briefly discussed.

A. Process Review, Changes to Process & Authority to Approve

B. Reciprocity Approval Process -David Schaibley explained how reciprocity works and went over a process with clarifications on how the reciprocity process should and does work. Licenses that are reviewed under NDCC 43-41-07(1)(b) are approved at a higher rate (substantially similar laws and testing), and it was suggested that we start reviewing with the 1b process instead of 1a.

Holly Hammarsten made a motion to start reciprocity review under 1b first, Melissa Waind seconded the motion. Discussion included a review by Lisa Feldner about the things that need to be reviewed like the website and the applications. Lacey Corneliusen will continue to review and Holly Hammarsten will continue to be her backup. It was unanimously approved by those members present.

VI. License Approvals

Kayla gave an overview of the steps OE follows when they review an application. Kayla Effertz Kleven explained and asked for confirmation that the LBSW applications are reviewed by OE to ensure the required materials are supplied and there are no entries on the NPDB search, criminal background, or other items the administrator or a board member identifies, which would require review by the full board. The Board will ratifying these decisions. OE proposed a

standing monthly meeting so there is a more frequent review of the licensing and complaints. There were no objections to use of the checklist as it stands now.

A motion was made by Rhonda Allery to ratify the licenses, Holly Hammarsten seconded, approved unanimously by those present.

Last Name	First Name	License Request	Type
Allen	Nicole	LCSW	Reciprocity
Anvari-Clark	Jeffrey	LMSW	Reciprocity
Crouse	Erna	LMSW	Upgrade
Demarlie	Lindsay	LCSW	Reciprocity
Fierstine	Melanie	LCSW	Reciprocity
Ford	Amber	LCSW	Reciprocity
Germain	Katie	LBSW	New
Havelange	Amanda	LCSW	Upgrade
Hnatov	Alyssa	LCSW	Reciprocity
Kirchoffner	Debra	LCSW	Upgrade
Maxon	Brooklyn	LBSW	New
Montick	Allison	LCSW	Reciprocity
Olivas	Sandra	LCSW	Reciprocity
Overmoe	Destrie	LMSW	Upgrade
Poplick	Heidii	LCSW	Upgrade
Simpson	Ammarritta	LCSW	Reciprocity
Spinner	Jennifer	LCSW	Reciprocity
Stenson	Kristina	LBSW	Reciprocity
Suhr	Nicole	LMSW	Upgrade
Tofteland	Cassie	LBSW	New
Usera	Christie	LCSW	Reciprocity
Weber	Darci	LMSW	Upgrade

Meeting Adjourned: 8:23 pm