



**Meeting Minutes**  
**Friday, February 9, 2024**

**Board Attendees:** Jeremy Traen; Karalee Harper, Peggy Stenehjem Titus; Elsie Motter; Courtney Burgad-Wifall, Taylor Hort

**Other Attendees:** Austin Lafferty, James Knopik, Terry Effertz; Bert Cline; Laura Helbling,

- I. **Call to Order** - Chair Traen called the meeting to order at 12:02pm.
- II. **Review of Meeting Minutes** - Member Elsie Motter noted a correction to her notes on 3A. Change to read review documents relevant to the syllabus. Member Stenehjem Titus moved to approve the January 12 meeting minutes. Member Motter seconded the motion. It was approved via a unanimous voice vote.
- III. **Complaints**
  - A. **Wanda Crowe** – Board discussed negotiation to offer 21 months suspension, including 20 CEU in Client Boundaries within the required 40 CEU requirements. Member Motter moved to approve negotiation. Member Stenehjem Titus seconded. The motion was carried in a 5-1 vote.
  - B. **Jace Grugel** – Member Harper made a motion to dismiss. Motion died from lack of second. Member Motter moved to request an updated assessment. Member Stenehjem Titus seconded. The motion carried 6-0.
  - C. **Korie Stockie** – This complaint was previously tabled because it was an Employer/Employee issue. Member Motter moved to dismiss the complaint. Member Harper seconded. The motion carried 6-0.
- IV. **Upcoming Complaints**
  - A. Terry Effertz gave an update on upcoming complaints that will be on next month's meeting agenda.
- V. **Discipline**
  - A. **Brenda Owen**- Brenda fulfilled all requirements from existing probation. Member Harper moved to remove probation. Member Motter seconded. The motion carried 6-0.
- VI. **Application Discussions**
  - A. Licensed Addiction Counselor
    1. Misty Brorby – Board discusses that more information is needed on application.
- VII. **Consent Agenda**
  - A. Clinical Training



*NORTH DAKOTA BOARD*  
*OF*  
*ADDICTION COUNSELING EXAMINERS*

1. Elizabeth Thompson
2. Brooklyn Maxon
3. Chance Hoff
- B. Licensed Addiction Counselor
  1. Cassie Campbell
- C. Licensed Clinical Addiction Counselors
  1. Michelle Frei
- D. Registered Clinical Supervisor
  1. Heidi Reiker
- E. Approved Programs
  1. Nicotine Program-ND Department of Health (9th Annual Nicotine Dependence Conference)
  2. Compassion Fatigue & Burnout (Sharehouse Inc.)
- F. Approved Providers
  1. University of Jamestown
  2. ND State Hospital
  3. Heartview Foundation

Member Motter moved to approve the Consent Agenda. Member Stenehjerm Titus seconded. The motion carried 6-0.

**VIII. Transcript Review Discussion**

- A. If official transcript review was done only the outstanding classes need to be reviewed a second time.
- B. If an unofficial transcript was reviewed everything is subject for review a second time.

**IX. Legislation & Rules**

- A. Terry will draft based on board submissions and the board will review at a future meeting.

**X. Old Business**

- A. Professional License Portability for Servicemembers and Their Spouses - AG Lafferty gave an update based on the interpretation by the AG's office.
- B. B. Good Road Licensing Question reviewed. Good Road interpretation of Federal Law is something the Board will not impede on at this time.
- C. C. Audit - Licensee still have time to respond before the submission window closes. Staff will send reminder emails to those that have not responded.

**XI. Board Duties**



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| <b>Transcript Reviews - Staff completes if the Institution is on the crosswalk. Elsie Motter completes with assistance from the Academic Review Committee (as needed) if it is an institution not appearing on the crosswalk Karalee Harper</b> |  |
| <b>Initial Licensure Applications – Karalee Harper</b>                                                                                                                                                                                          |  |
| <b>Reciprocity Licensure – Courtney Burgard-Wifall</b>                                                                                                                                                                                          |  |
| <b>Application for Private Practice - Courtney Burgard-Wifall</b>                                                                                                                                                                               |  |
| <b>Applications for Clinical Training – Taylor Hort</b>                                                                                                                                                                                         |  |
| <b>Clinical Supervisor Application - Courtney Burgard-Wifall</b>                                                                                                                                                                                |  |
| <b>Approved Provider Applications - Peggy Stenehjem Titus</b>                                                                                                                                                                                   |  |
| <b>Approved Program Applications – Peggy Stenehjem Titus</b>                                                                                                                                                                                    |  |
| <b>Consortium Review - Board</b>                                                                                                                                                                                                                |  |
| <b>NDCTOC/NDBACE Workgroup – Karalee Harper</b>                                                                                                                                                                                                 |  |
| <b>Licensee requests for CEs - Peggy Stenehjem Titus</b>                                                                                                                                                                                        |  |
| <b>Complaints – Leslie Bakken Oliver, Elsie Motter</b>                                                                                                                                                                                          |  |
| <b>CE Audits – Elsie Motter, Peggy Stenehjem Titus</b>                                                                                                                                                                                          |  |

## **XII. Other Board Business**

### **Adjourn 3:00pm**

*\*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.*