

North Dakota
State Board of Examiners
on
Audiology and Speech-Language Pathology

Meeting Minutes

The North Dakota State Board of Examiners on Audiology and Speech-Language Pathology regular board meeting Wednesday July 19th 2023.

Date: July 19th 2023

Time: 12:30pm

Location: APT, Inc

2900 East Broadway Ave. Suite #2

Bismarck, ND 58501

I. Call to Order

Dr. Robyn Zeltinger: President Presiding
Dr. Matthew Miller
Dr. Marin Almer: CE Coordinator
Dr. Krystal Mann: Audiology Licensing Secretary
Courtney Olson: SLP Licensing Secretary
Erin Holt
Amber Fox
Danielle Landreville
Matt Menge: Assistant Attorney General
Brian Barrett: APT, Inc

II. Meeting Minute Review

A. April 28th Meeting Minute Review

Krystal Mann: Motion to approve April meeting minutes.

Courtney Olson: 2nd the Motion

Vote: All Aye

IV. Financials

A. Treasure Report

1. Analysis of Revenue and Expense
2. Balance Sheet
3. Profit and Loss

Robyn Zeltinger: Motion to approve Treasurer Report
Amber Fox: 2nd the motion
Vote: All Aye

V. Applications-Licensure Secretary Report

A. Applications approved under Chair authority include:

Heidi Knutson, SLP 2342
Carolyn Schafer, SLP 2344
Tristaen Bingham, SLPLA 2346
Cheyenne Olien, SLPLA 2348
Melanie Hecker, AUD 2350
Josephine Retz, SLPLA 2352
Enoch Ulmer, SLP 2354
Megan Fields, SLP 2356
Madelyn Hunt, SLP 2358
Madison Kurle, SLP 2360
Sarah Dreisbach, SLP 2362
Bethany Leier, SLP 2364
Hannah Baranick, SLP 2366
Kaylynn Campover, SLPLA 2368
Jenna Meredith, SLPLA 2370
Shealyn Klave, SLP 2372
Kayla Simkins, SLP 2374
Emily Quello, SLP 2376
Kelli Stumpf, SLP 2378
Crystal Waage, SLP 2380
Nicole Perman, SLP 2382
Danielle Swart, SLP 2384
Cassidy Schafer, SLP 2386
Isabelle Nustad, SLP 2388
Anna Amundson, SLP 2390
Whitney Voss, SLP 2392
Jenna Zavalney, SLP 2394
Logan Winter, SLP 2396
Emma Steckler, SLP 2398
Ellie Vonesh, SLP 2400
Elissa Murphy-Shypkowski, SLPLA 2402
Jettie Strand, SLP 2404
Wyniah Mintz, SLP 2406
Ashley Boom, SLP 2408
Jenna Fischer, SLP 2410
Dominiqu Mikula, SLP 2412

Briona Thielen, SLP 2414
Bobbi Lewis, SLP 2416
LaShae Nolz, SLP 2418
Braydon Peterson, SLP 2420
Gabrielle Pflingsten, SLP 2422
Cheyenne Olie, SLP 2424
Casey Brudvik, SLP 2426
Olivia Irsfeld, SLP 2428
Cierra Stevens, SLP 2430
Brinlie Nielsen, SLP 2432
Krista Walz, SLP 2434
Kylie Stuhaug, SLP 2436
Kailyn Hushagen, SLP 2438
Chase Johnson, SLP 2440
Laikyn Pfeifle, SLP 2442
Madison Jorgenson, SLP 2444
Kyra Barrett, SLP 2446
Gabrielle Gonzalez, SLP 2448
Kiuanta Canteen, SLP 2450
Lauren Corey, SLP 2452
Katie Gonzalez, SLP 2454

Krystal Mann: Motion to ratify those approved by Licensing Secretary

Amber Fox: 2nd the Motion

Vote: All Aye

B. Re-licensure Review

1. James Dulka

2. Jeremy Swanson

Robyn Zeltinger: Motion for the Board to approve re-licensure for James Dulka and Jeremy Swanson based on the CE's that was completed in 2021-2023 as applicable, given both will be made aware that the expectation is 10 CE hours per calendar year for subsequent renewal.

Courtney Olson: 2nd the Motion

Vote: All Aye

VI. Old Business

A. ND Administrative Rule

Reviewed 11-01-01-01

Subcommittee suggested keeping the change updating the new email address with the ndsbeaudslp@nd.gov email.

Board agreed with subcommittee recommendations.

Reviewed 11-02-01-01 1. b.

In June of 2022, the Board did not agree with the change. Instead, the Board agreed to keep the word "official".

Robyn indicated the subcommittee agreed to keep the word "official". Board agreed with subcommittee recommendations.

Reviewed 11-02-01-01 2.

Subcommittee suggested keeping what the Board agreed to in June 2022 which is to keep the change which eliminated the word "notarized."

Board agreed with subcommittee recommendations.

Reviewed Reviewed 11-02-01-01 5. a.

Subcommittee suggested keeping what the Board agreed to in June 2022 which is to keep the change which capitalized "Who"

Board agreed with subcommittee recommendations.

Reviewed 11-02-01-01 5. a.)

Subcommittee suggested keeping what the Board agreed to in June 2022 which is to keep the change adding the word "or"

Board agreed with subcommittee recommendations.

Reviewed 11-02-01-01 5. b.

Subcommittee suggested keeping what the Board agreed to in June 2022 which is to utilize Dave's changes as this gives the Board more autonomy regarding reciprocity when laws are not substantially similar.

Board agreed to add the language below to this chapter:

"Determination of the board that at the time of application for licensure under this section the applicant is licensed in good standing under the laws of another jurisdiction and possesses qualifications or experiences in the practice that are substantially similar to the minimum requirements for licensure under this chapter".

Reviewed 11-02-01-04 2.

Subcommittee suggested keeping what the Board agreed to in June 2022 which is to keep the proposed change to adding "electronic mail" and "or physical address"

Board agreed with subcommittee recommendations.

Reviewed 11-02-01-04 4.

In June of 2022, the Board agreed to keep the change which eliminated the entire language. Subcommittee reviewed this and noticed that this could possibly eliminate the 12-31-2023 license expiration date. The Board needs to decide if this needs to be adjusted.

The Board discussed and decided to eliminate the late fee language only.

Reviewed 11-02-01-04 5.

Subcommittee suggested keeping what the Board agreed to in June 2022 which is to keep the change which added "license" and eliminate "late fee" language.

Board agreed with subcommittee recommendations.

Reviewed 11-02-01-04 6.

Subcommittee suggested keeping what the Board agreed to in June 2022 which is to keep the change which eliminated the "late Fee" wording.

Board agreed with subcommittee recommendations.

Reviewed 11-02-01-04. 7.

Subcommittee would like the Board to review re-licensure language. Possibly make the sentence read as follows:

"If an individual is licensed for a period less than five calendar years, the individual must be granted re-licensure upon filing of a completed application for license, the licensing fee, a two hundred fifty dollar relicensure fee, and proof of completing an average of 10 clock hours of continuing education for each calendar year the individual was unlicensed."

Also, Board needs to discuss adding a law/rule addressing those who don't meet the re-licensure requirement in terms of CE's

Matt Menge suggested eliminating the word "calendar" this way an applicant can add the years together.

The Board agreed to eliminate the word "calendar" in 11-02-01-04 (7) so it reads as follows: "and proof of completion of ten clock hours of continuing education for each year for which the individual was unlicensed in order to be considered for relicensure".

The Board agreed to eliminate 11-02-01-04 (9). The Board struggled to understand why this is necessary. The Board is not opposed to an applicant applying for re-licensure multiple times if they have the qualifications.

Reviewed 11-02-01-06 (1)

Board discussed, decided to keep all existing language but add language indicating "CE's can be obtained by attending NDSBE Board meetings". Subcommittee recommended that the Board review this language.

Reviewed 11-02-01-06 and the new 4,5,6 &7 (Dave's suggestions)

Subcommittee suggested that the full Board review what was suggested by previous AG below:

- 4) Continuing education requirements will not apply until the licensee's first full year of licensure with accrual starting January 1.
- 5) All licensees shall affirm an understanding of their recurring duty to comply with continuing education requirements as part of annual license renewal.
- 6) The board will randomly audit up to 50 percent of renewed licensees' continuing education annually.
- 7) All continuing education must be documented to show proof of completion. The licensee is responsible for maintaining and making CE documentation available upon board request. Documentation must include:
 - a) licensee name;
 - b) presenter or sponsor;
 - c) course title and/or description of content;
 - d) course dates; and
 - e) number of continuing education hours earned

Board decided to hold off on this topic and re-evaluate during October or even after renewals for 2024.

Reviewed 11-02-01-08 2.)

Subcommittee concluded that the Board needs to discuss reviewing the SLPLA qualifications. Review the ASHA qualifications.

Board decided to review SLPLA Administrative rules in October.

Reviewed 11-02-01-08 3.) SLPLA Scope of practice

Subcommittee concluded that the Board needs to review these rules and determine what changes need to be made.

Board decided to review SLPLA Administrative rules in October.

Reviewed 11-02-02-03 9.)

In June of 2022, the Board decided to keep changes that added "Speech-language pathology licensed assistant."

The Board tabled this for October meeting

Reviewed 11-02-02-03 10.)

In June of 2022, the Board agreed to keep changes that added "Speech-language pathology licensed assistant" to

The Board tabled this for October meeting

Reviewed 11-02-02-03 11.)

In June of 2022, the Board agreed to keep changes that added "Speech-language pathology licensed assistant" to

The Board tabled this for October meeting

Reviewed 11-02-03-02

In June of 2022, the Board agreed to keep the change that added the word "seek" and eliminated the word "require".

The Board tabled this for October meeting

B. Explore adding NPDB and SS# language in Administrative Rules

Matt Menge explained that the Board cannot require SS# for applicant and write this in the Administrative Rules.

Matt Menge: NPDB is not required. However, Brian (or a Board member) could reach out to the applicant about any concerns. Matt indicated the following: If needed, look at references, contact applicant and follow-up. The Board can request additional information from applicant such as references or previous employer.

Board decided that if an application does not have a work visa or SS#, contact previous employers. Matt Menge advised that this is acceptable.

Matt Menge advised of the following: If the Board receives an application with no SS#, Brian should bring it to the Board's attention, advise of the missing information, receive Board's permission for instructions on how to proceed (e.g., past employment checks). Matt advised that there would need to be a special meeting to discuss.

C. Explore adding Audiology Assistant language to the Administrative Rules

The Board concluded the following: An "Audiology Assistant" is not in the Century code. This could be done next legislative session, include general language and then develop the administrative rules.

The Board decided to allow the subcommittee to continue exploring and discussing the Audiology Assistant.

Subcommittee will need to meet once more prior to the October Regular Meeting, Brian will email a reminder.

D. Discuss counting Board meetings as CE credits.

*The Board discussed this topic but struggled with issues such as How to verify attendance?
The Board decided revisit in October if necessary.*

E. Big Picture and SLPLA hours form on website

Courtney advised that it would be prudent to add this language in the Administrative Rules prior to using (or requiring the SLPLA hours form.

The Board agreed that the form needs to correspond to the Administrative Rules. This will be considered during the Administrative Rules discussion involving SLPLA topics.

F. WSI update

Brian advised that the office recently received the application (on June 17th). Brian asked if each Board member needs to fill out the application or if one application can be completed for the entire Board? WSI has yet to respond.

VII. New Business

A. NCSB Conference Oct 5th - 7th in Charlotte, NC

Courtney Olson expressed an interest in attending.

Robyn may also be interested due to having to write the administrative rules.

Robyn Zeltinger: Motion to send 2 Board members (Courtney Olson and Robyn Zeltinger) to the NCSB conference.

Matt Miller: 2nd the motion.

All Aye

B. Federation of Associations of Regulatory Boards (FARB) Conference Sept 21-23 in Chicago

Courtney: Motion to fund \$750 for Matt to attend conference

Krystal: 2nd the motion

All Aye

C. Licensure Fee reimbursement for military spouse - Should the board change the language on the application?

Matt Menge advised that licensure fee reimbursement for military (and military spouse) is only for temporary licenses.

Since this Board does not offer temporary licenses, Board agreed that this language could be considered misleading.

Robyn: motion to remove the military licensure fee reimbursement on the application due to the fact that this only applies to temporary licenses and the Board does not offer temporary licenses.

Courtney: 2nd the motion

Vote: All Aye

D. Applications without a SS# or work visa and how this relates to NPDB

Board previously discussed this topic (see VI. B. above).

E. SLPLA Question from Rhonda Tormaschy:

" I work for the Dickinson Public School District and in 2011, I entered the SLPA program through Williston State. In May of 2013, I graduated with a 2-year SLPA degree. My transcript says SLPA and my diploma says SLPA. Through DPI I am considered a SLPP. On April 25, 2023, last week, I took the ASHA national exam to become a C-SLPA. I passed the exam and I am the first North Dakota C-SLPA.

With the credentials and the certification that I have, I would like to know what my options are as far as employment. I have been with the school district since January of 2007. Am I able to work in an outpatient facility? Does this certification give me any advantage in the State of North Dakota? I know that there are other states that only require a 2-year degree for the SLPA degree. I feel I have gone above and beyond and my 10 years of experience as an SLPA/SLPP should qualify me for a career advancement or a pay increase. Any insight you can give to me will be beneficial. Thank you."

The Board reviewed the question above, advised Brian to relay information in the ND Administrative rules.

Robyn indicated that this issue needs to be addressed when the Board revises the Administrative Rules.

F. Outreach replacement for Erin and Amber: June 30th 2023

Brian advised that both Erin Holt and Amber Fox have yet to be replaced by the Governor. Robyn encouraged Board members to reach out to other SLP's and see if they are interested in being part of the Board.

1. Treasurer nominations.

*Robyn: Motion to assign Matt Miller as Treasurer
Courtney: 2nd the motion
Vote: All Aye*

G. Records Retention Policy

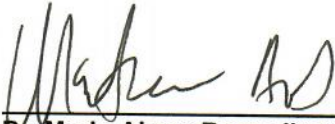
Brian explained that ND ITD reached out and requested that the Board create and provide a records retention policy.

Matt Menge advised that the standard retention of files is 7 years. He explained that the Board can have it's own independent policy or put it in the ND Administrative Rules.

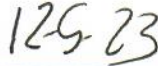
Subcommittee for the ND Administrative Rules will create a records retention policy and bring it to the next meeting. The Board will then decide how to proceed.

VIII. Adjourn.

Robyn adjourned meeting at 3pm



Dr. Marin Almer-Recording Secretary



Date

Where noted, 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. If so, include: (may require Executive Session per NDCC 44-04-19.1(2) due to possible need for attorney consultation)