

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 held a regularly scheduled board meeting on Friday January 26th 2024.

Date: January 26th 2024

Time: 12:30pm

Location: APT, Inc

2900 East Broadway Ave. Suite #2
Bismarck, ND 58501

Virtual: <https://zoom.us/j/96371533059?pwd=WHR4UWlyU3JlFQmxDLy9UdHBByWEFNdz09>

Passcode: 436711

On Tap Mobile: 1-408-638-0968

I. Call to Order

Dr. Robyn Zeltinger: President Presiding
Courtney Olson: SLP Licensing Secretary
Dr. Krystal Mann: Aud Licensing Secretary
Dr. Matthew Mill: Treasurer
Dr. Marin Almer: CE Coordinator
Danielle Landreville: Consumer Member
Kayla Fisher: Speech-Language Pathology
Hannah Campbell: Speech-Language Pathology
Matt Menge: Assistant Attorney General
Brian Barrett, Apt, Inc.

II. Meeting Minute Review

A. October 27th 2023 Meeting Minute Review

Board reviewed meeting minutes

Matt Miller: Motion to approve Oct. 27th 2023 minutes.

Krystal Mann: 2nd the motion
Roll Call: All Aye

B. December 14th 2023 Special Meeting Minute Review

Board reviewed meeting minutes
Courtney Olson: Motion to approve Dec. 14th Special meeting minutes
Kayla Fisher: 2nd the motion
Roll Call: All Aye

IV. Financials

A. Treasure Report

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

The board reviewed the financials.
Krystal Mann: Motion to approve the financials.
Danielle Landreville: 2nd the motion
Roll Call: All Aye.

V. Applications-Licensure Secretary Report

A. Applications approved under Chair authority include:

Nicole Brogan, SLPLA 2534
Katrina Weir, SLP 2536
Sejal McCormic, Aud 2538
Stephanie Carington, SLP 2540
Gabrielle Machado, SLP 2542
Shannon Hines, SLPLA 2544
Hannah Ferguson, SLP 2546
Mariah Miano, SLP 2548
Emily Hogaboom, SLP 2550
Megan Weiler, SLPLA 2552
Emily McMahan, Aud 2554
Hannah Bellard, SLP 2556
Mary Palmer, SLP 2558
Kailyn Hushagen, SLP 2560

Robyn Zeltinger: Motion to ratify licenses granted by the Licensing Secretary
Matt Miller: 2nd the motion
Roll call: All Aye

B. Application review

1. Mary Nessa Haugen

The board discussed Ms. Haugen's application and transcripts. The Board discussed the applicant's degree(s) and if they are equivalent to what is required in ND Century Code. After discussing this application with Assistant Attorney General Matt Menge, the Board determined that the applicant's transcripts do not appear equivalent to a Master's degree in Speech-Language Pathology. Matt Menge discussed the importance of providing a timeline such as 60 to 90 days for the applicant to submit additional information.

Robyn Zeltinger made the following motion: That Brian (the Board office) create a letter with Matt Menge's input, indicating that the ND Administrative Rules required a master's degree in speech-language pathology. The application the Board received from Ms. Haugen does not indicate that she possesses such a degree. Instead, it indicate the applicant earned a Master of Arts in Education with a major in Communication Disorders. The letter needs to advise the applicant that if she has additional information the Board should review, please provide this information within 60 to 90 days.

Kayla Fisher: 2nd the motion

Roll Call Vote: All Aye

2. Cindy Sponheim

The Board reviewed and discussed the application with Assistant Attorney General, Matt Menge. After reviewing the application and transcripts, it was determined more information is needed.

Courtney Olson: Motion for Brian to send the applicant a letter indicating that her current degree does not appear to match what is required in the ND Century Code. If the applicant should have additional information showing the necessary qualifications such as a bachelor's degree in speech-language pathology, 6 credits in disordered communication, 3 credits in clinical techniques, and an official transcript showing that successful completion of an internship consisting of 100 hours of clinical experience overseen by a supervising speech-language pathologist, please present this to the Board.

Danielle Landreville: 2nd the motion

Roll Call Vote: All Aye

VI. Old Business

A. ND Administrative Rule

1. SLPLA rules review

Robyn Zeltinger: Motion that Courtney, Krystal and Robyn meet and bring findings to the Board in the April meeting.

Courtney Olson: 2nd the motion

Roll Call Vote: All Aye

Board discussed the subcommittee members, Krystal questioned if she should be replaced with a Board member who is an SLP.

Kayla Fisher volunteered to be on the subcommittee.

Robyn Zeltinger: Motion for Kayla to replace Krystal Mann on the SLPLA Rule Subcommittee.

Krystal Mann: 2nd the motion

Roll Call Vote: All Aye

B. Records retention policy

The Board discussed creating a Records Retention Policy and updating the Board's Continuity Manual. Regarding records, the Board discussed the types of records in a licensee's file and how long they should be kept.

Krystal Mann: Motion to keep initial applications for 10 years and renewal applications for 5 years.

Courtney Olson: 2nd the motion

Roll call vote: All Aye

C. WSI Update

Brian advised the Board that he received and completed the application. He will notify the Board once he receives a response.

D. Gmail and purchasing more storage

The Board reviewed and discussed the GMAIL account. This account is 90% used and the storage needs to be increased. The NDSBE.Executivesecretary@gmail.com address is in the ND Administrative Rules so it needs to be maintained until the rules are changed.

Courtney Olson: Motion that the Board purchase 100 GB for \$1.99 per month for the Gmail account.

Robyn Zeltinger: 2nd the motion

Roll Call vote: All Aye

E. Meeting with the Labor Commissioner

The Board was reminded that the Labor Commissioner will be meeting with the Board on April 12th. The Board will look into holding the meeting at the capitol. The meeting will have a virtual option.

VII. New Business

A. SLP description on website

The Board reviewed language on the NDSBE.Com website referring to "what is a Speech-Language Pathologist" and concluded that it should be changed.

Courtney Olson: Motion to delete everything after "SLP's treat many types of communication and swallowing problems on the description on the website"

Kayla Fisher: 2nd the motion.

Roll Call Vote: All Aye

B. CE Question – Mandated reporter training

The Board reviewed and discussed the training.

Marin Almer: Motion that to not approve it due to not pertaining to SLP.

Krystal Mann: 2nd the motion

Roll Call vote: All Aye

C. CE Request Review Process

The Board reviewed the CE approval process, discussed how to create a "pre-approved CE list". The Board discussed having a Board member (who is an SLP) review the list and highlight the courses that could be possibly pre-approved. The list will be reviewed during the April 12th meeting.

Courtney Olson: Motion that Brian will provide Robyn the 2023 CE Courses list and Robyn will determine what courses could possibly be pre-approved.

Matt Miller: 2nd the motion

Roll Call Vote: All Aye

VIII. Adjourn.

3:02 pm CST



Dr. Marin Almer-Recording Secretary

4.30.24

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)