

North Dakota Board of Podiatric Medicine  
Regular Board Meeting  
May 16, 2015

Board Members Present: Timothy Uglem, DPM, Steven Kilwein, DPM, Kevin Koester, DPM, Eric Hart, DPM, Gordon Leingang, DO and Vicki Kunz.

Others Present: Stacy Moldenhauer, JD, attorney (via FaceTime) and JoDee S. Wiedmeier, CP, executive director

Absent: None

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Dr. Uglem served as chairman of the meeting and called the meeting to order at 9:04 a.m. CDT.

Introductions were made. Dr. Leingang was welcomed to the Board.

The call for new agenda items was made. Ms. Wiedmeier requested the Board's computer be added to the agenda. Discussion was had regarding the current age of the board's computer and the operating system and how much longer it could be utilized. Ms. Wiedmeier proposed that the board allow her to transfer the board's files to a personal computer that she has at home that she uses only for her business endeavors. Ms. Wiedmeier assured the board that the podiatric medical files would be maintained separately and that the computer password protected. She further reported that she has a system wherein the computer is backed up daily by Computer 1 in Bismarck so that the files would also be protected and could be restored if the computer were to crash. It was noted that Ms. Wiedmeier did not hold a formal contract with the board and was operating as a month to month independent contractor. Dr. Hart moved to establish a written contract with Ms. Wiedmeier for her services as executive director which will also include a monthly \$10.00 fee that would be collected by Ms. Wiedmeier for the cost of the back up and management of the board's electronic information. Ms. Kunz seconded the motion. The motion passed unanimously.

The proposed minutes were previously distributed to the board members. Ms. Kunz moved to approve the May 10, 2014 meeting minutes as written. Dr. Hart seconded the motion. The motion passed unanimously.

Ms. Wiedmeier gave her Executive Director's report. The state currently has 33 active licenses, one temporary license, six pending applications and two delinquent licenses. The delinquent licenses will expire if not renewed by June 30, 2015. The two delinquent licensees are Drs. Michael Lenertz and Nicole Cullen.

Dr. Uglem reported that the residency program is going well. Dr. Miller has almost completed her first year and a second resident has been accepted into the program and will begin his residency July 1, 2015.

The self study policy that was drafted by Ms. Wiedmeier was presented for review. Discussion was had regarding adding AMA to the policy. Dr. Koester moved to approve the policy as written. The motion was seconded by Dr. Hart. Further discussion was had. The motion passed unanimously.

Dr. Hart indicated that the JACOH committee had no further information to report and recommended that the committee be disband. It was determined that there was no longer a need for the committee and Dr. Hart's recommendation was accepted.

The board commenced the personal interviews for two applicants.

Andrew Knudsen, DPM appeared and introductions were made. He is currently finishing his residency training with successful completion anticipated on June 30, 2015. He intends to practice at Mid Dakota in Bismarck. Dr. Knudsen's education and training were reviewed. The scope of practice in North Dakota was discussed as well as the CME requirements for annual renewal of licensure. The Board's role in licensing and regulating podiatrists was discussed. Dr. Hart moved to grant full licensure as of July 1, 2015 pending successful completion of his residency program and the receipt of a clean criminal history record from the state of Ohio. Ms. Kunz seconded the motion. No further discussion was had. The motion passed unanimously.

Garrett Wobst, DPM was scheduled to appear; however, due to emergency circumstances beyond his control could not attend. Arrangements were made to have him appear via FaceTime. Dr. Wobst was previously issued a temporary license to practice podiatry on August 28, 2014. Dr. Wobst current practice in Aberdeen was discussed. He intends to travel to Oaks, North Dakota to see patients. The scope of practice in North Dakota was discussed as well as the requirements for CME. The functions of the board were discussed. Dr. Uglem moved to approve the issuance of his full license. Dr. Kilwein seconded. Motion passed unanimously.

The financial reports were reviewed. The annual financial report that was submitted to the Attorney General's office was presented, as well as the distributions and deposits for 2014 and 2015 up to April 30, 2015. The bank balance as of April 30, 2015 was \$18,095.16. Discussion regarding the budget was tabled until further into the meeting.

Stacy Moldenhauer joined the meeting via FaceTime at 10:35 a.m. CDT.

Ms. Moldenhauer and Dr. Uglem gave their reports on the 2015 Legislative Session. The final drafts of the bills passed during the session were presented. It was noted that the board was able to pass all of the bills introduced and it was felt the session was successful. The effective date of the bills is August 1, 2015.

Ms. Wiedmeier discussed the proposed administrative rules amendments. NDAC 63-02-08-01 relating the fees charged by the board was discussed further. Dr. Leingang moved that the delinquent fee be set at \$100, the certificate of professional license be set at \$20.00 and the



written verification of licensure be set at \$20.00, and that this section as well as the proposed amendments to 63-03-03-01, 63-03-03-04, 63-03-02-06, 63-01-05-01 be approved contingent to approval by the Attorney General and Ms. Wiedmeier is instructed to pursue the amendment of the same as indicated. Ms. Kunz seconded the motion. No further discussion was had. Motion passed unanimously.

Discussion was then moved to the current license renewal fee. It was noted that the board has been operating as a loss for the last five years. This has been a concern and was the reason for the board's proposed legislation. In order to operate within its budget the board feels it necessary to raise the fee to \$750.00. Dr. Kilwein moved to set the annual renewal fee at \$750.00. Dr. Koester seconded. The motion passed unanimously.

The board broke for a short recess at 11:15 a.m. CDT. The meeting resumed at 11:20 a.m. CDT.

Dr. Koester made a motion to enter into Executive Session in order to discuss the current complaints filed against podiatrists that contain confidential patient data and to further consult with the board's attorney in such matters. Dr. Hart seconded and the motion passed unanimously. The board entered Executive Session at 11:21 a.m. CDT.

The executive session concluded at 12:56 p.m. The board took a short break. The regular board meeting resumed at 1:17 p.m. CDT.

It was noted that three complaints were reviewed by the board during the executive session. Two complaints were found by the Board to warrant no further action and were dismissed. One complaint was found to warrant further action and was referred to counsel to proceed with a formal complaint.

The annual review of the executive director was had. It was noted that the executive director continues to perform well and continues to be an integral part of the administration of the board. It was also noted that many extra hours were put in during the legislative session. Dr. Leingang moved to provide a 5% increase to the executive director equaling \$13,300 annually and to provide for a Legislative Year Stipend in the amount of \$2,000.00 due to increase in hours during session payable to the executive director on December 31, 2015. Dr. Hart seconded. No further discussion was had. Motion passed unanimously.

Discussion regarding the budget was resumed. Based upon the fee increase, the proposed income for 2015 was increased to \$26,900.00 and the Executive Director's Fee was increased to \$14,950.00. Dr. Koester moved to approve the budget as amended. Dr. Hart seconded. No further discussion was had. The motion passed unanimously.

Election of officers was had. Dr. Hart moved to accept same slate of officers, that being Dr. Uglem as President, Dr. Kilwein as Vice President, and Dr. Koester as Secretary/Treasurer. Dr. Kilwein seconded and the motion passed unanimously.

The next regularly scheduled meeting of the board will be held September 17, 2016, in Bismarck. Ms. Wiedmeier will make the necessary arrangements.

Dr. Koester moved to adjourn the meeting. Dr. Hart seconded. The meeting adjourned at 1:55 p.m. CDT.

Respectfully Submitted,



Kevin Koester, DPM  
Secretary/Treasurer

Attest:



Timothy Uglem, DPM  
President