

North Dakota Board of Podiatric Medicine
Regular Board Meeting
September 10, 2016

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 and JoDee S. Wiedmeier, Executive Director

Absent: None

Dr. Uglem served as chairman of the meeting and called the meeting to order at 9:15 a.m. CDT.

Introductions and a call for new agendas items were made. No new agenda items were placed on the agenda.

The proposed minutes from the May 16, 2015 board meeting were previously distributed to the board members. Ms. Kunz moved to approve the May 16, 2015 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, five temporary licenses, and three temporary permits for residency. There are no pending applications. It was reported that two podiatrists did not renew their licenses for 2016, those being Jared Aelony, DPM of Detroit Lakes, MN and Mark Yuska, DPM of Thief River Falls, MN.

Ms. Wiedmeier reported that Dr. Uglem's appointment will expire in June, 2017 and that Dr. Kilwein's appointment will expire in June of 2018 and that neither is eligible for re-appointment. This is Dr. Uglem's last board meeting. It was noted that board members are eligible to serve two consecutive four year terms. They cannot be re-appointed until at least two years from the expiration of their appointment have lapsed. Further, it was noted that podiatrist appointees are required to have been practicing podiatry in the state for a minimum of two years. Ms. Wiedmeier inquired to see if the board was aware of any podiatrists that would be interested in serving on the board. Ms. Wiedmeier will email the list of podiatrists currently licensed in the state to the board members for their review.

The board commenced the personal interviews for five applicants.

Burkley Jensen, DPM appeared and introductions were made. Dr. Jensen was previously issued a temporary license on July 1, 2015. He is currently employed by Sanford in Bismarck. 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. Kilwen moved to grant full licensure. Dr. Leingang seconded the motion. No further discussion was had. The motion passed unanimously.

Robert A. Renschler, DPM appeared and introductions were made. Dr. Renschler's education was discussed. He was previously issued a temporary license on July 16, 2015. He is currently employed by Sanford in Bismarck. 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. Koester moved to grant full licensure. Ms. Kunz seconded the motion. No further discussion was had. The motion passed unanimously.

Rachel N. Poore, DPM appeared and introductions were made. Dr. Poore's education was discussed. She was previously issued a temporary license on July 17, 2015. She is in the process of changing her surname to her married name of Renschler. Dr. Poore is not practicing at this time. She does assist Dr. Renschler in surgery. 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. Ms. Kunz seconded the motion. No further discussion was had. The motion passed unanimously.

Kyle W. Abben, DPM appeared and introductions were made. Dr. Abben's education was discussed. Dr. Abben was previously issued a temporary license on May 20, 2015. He is currently employed in Jamestown but is moving to the Twin Cities at the end of November. 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. Leingang moved to grant full licensure. Dr. Hart seconded the motion. No further discussion was had. The motion passed unanimously.

John Paul Naughton, DPM appeared and introductions were made. Dr. Naughton was previously issued a temporary license on July 1, 2015. He is currently employed by Sanford in Fargo. 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. Uglem moved to grant full licensure. Dr. Hart seconded the motion. No further discussion was had. The motion passed unanimously.

Ms. Wiedmeier further reported that the board currently has three temporary permits for residency issued. Dr. Kaylee Miller has renewed three times and therefore is in her third year of residency. Dr. Michael Hoenig has renewed twice and Dr. Christopher Collazo was just issued his permit in July of this year. Dr. Collazo's application was approved and issued by Dr. Kilwein on July 1, 2017. The board had previously been provided Dr. Collazo's application and supporting documentation. No concerns were noted.

The self study policy that was approved by the board at its last regular meeting was distributed by Ms. Wiedmeier for placement into the board members' binders under the board policies tab.

Discussion was had regarding primary source verification of the residency permit applicants. It was noted that the board primary source verifies education and residency for its full license applications. It was determined that this should be included in the residency permit applications as well. Dr. Koester moved to add the requirement to primary source verify education (podiatry medical school) for temporary permit for residency applications. Dr. Hart seconded. No further discussion was had. Motion passed unanimously. Ms. Wiedemeier was instructed to update the application and pertinent materials.

Ms. Moldenhauer joined the meeting at 10:30 a.m. CDT.

Due to Ms. Moldenhauer's presence, the board moved to agenda item number ten relating to DOT examinations. The issue before the board is whether a physical examination for the purpose of approving an individual for driving privileges is found to be under North Dakota's scope of practice for podiatrists. After discussion with counsel, the Board determined that DOT examinations do not fall into the scope of practice outlined for podiatrists in the N.D.C.C.

Ms. Wiedmeier recapped the NDAC amendments (63-02-08-01, 63-03-03-01, 63-03-03-04, 63-03-02-06, 63-01-05-01). These were all approved and went into effect April 1, 2016. Updated copies of the NDCC and NDAC were distributed for placement in board member's binders. Discussion was had regarding the 2017 legislative session. No new legislation will be introduced by the Board.

Ms. Moldenhauer provided a review of the complaint, stipulation and proposed order for Dr. Rinehart. Discussion was had regarding the attorney's fees and costs that were incurred in this case. Dr. Leingang moved to approve the stipulation and issue the proposed order. Dr. Kilwein seconded. No further discussion. Motion passed unanimously.

The Board took a short break from 11:00 a.m. to 11:05 a.m. CDT.

Dr. Kilwein made a motion to enter into Executive Session in order to discuss the current complaint filed against a podiatrist that contains confidential patient data and to further consult with the board's attorney in such matters. Ms. Kunz seconded and the motion passed unanimously. The board entered Executive Session at 11:07 a.m. CDT.

The executive session concluded at 11:15 a.m. CDT. It was noted that one complaint was reviewed by the board during the executive session. The complaint was found by the Board to warrant no further action and was dismissed.

Ms. Moldenhauer was dismissed from the meeting. The board thanked her for her time.

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

Discussion was had regarding the current website and the need for refreshing and updating it. Options such as processing applications and renewals online and accepting credit card payments were also discussed. It was determined that moving in that direction could be discussed and determined at a later day and that the first step would be updating the website with the information already included in the website. An estimate of \$1,000.00 was provided to Ms. Wiedmeier for updating and refreshing the website with the information currently contained there, adding no options. Dr. Hart moved to proceed with refreshing and updating the website using the information already included. Dr. Leingang seconded the motion. Motion passed unanimously. Ms. Wiedmeier was instructed to proceed with this project.

The board reviewed the information provided by the Federation of Podiatric Medical Board and unanimously determined that the Board would decline to become a member board. Ms. Wiedmeier was instructed not to pay the dues statement received by the FPMB.

The financial reports were reviewed. It was noted that the 2015 Annual Financial Report submitted to the Attorney General's office was approved. The bank balance as of September 1, 2016 was \$18,920.34. The income and expense reports for 2015 and 2016 (to date) had been previously distributed to the board. No concerns were voiced regarding these reports.

The budget for the calendar year 2016 was discussed. Due to the change in board meeting date from May to September, the board was unable to review and approve a budget for 2016 in May. Therefore, the 2016 budget was now reviewed for approval. Ms. Kunz moved to approve the budget for calendar year 2016, as written. Dr. Kilwein seconded. No further discussion was had. Motion passed unanimously.

The annual review of the Executive Director was had. No concerns were voiced regarding her job performance. Dr. Uglem and the board expressed their appreciation for everything Ms. Wiedmeier does to project a professional image of the board. Dr. Hart moved to increase the Executive Director's salary by approximately 5% to \$14,000.00 per calendar year, commencing in 2017. Dr. Koester seconded. No further discussion. Motion passed unanimously.

Discussion regarding the 2017 budget commenced. Based upon earlier discussions in the meeting, Ms. Kunz moved that the 2017 budget be approved with two amendments - \$1,000.00 under Website and \$14,000.00 under Executive Director. Dr. Koester seconded. No further discussion. Motion passed unanimously.

Election of officers was had. Dr. Kilwein moved to nominate and elect the slate of officers as follows: President - Dr. Kevin Koester, Vice President - Dr. Steven Kilwein, Secretary/Treasurer- Dr. Eric Hart. Dr. Hart seconded and the motion passed unanimously.

The next regularly scheduled meeting of the board will be held September 16, 2017, at 9:00 a.m. in Bismarck. Ms. Wiedmeier will make the necessary arrangements.

Dr. Leingang moved to adjourn the meeting. Ms. Kunz. seconded. The meeting adjourned at 12:15 p.m. CDT.

Respectfully Submitted,



Eric Hart, DPM
Secretary/Treasurer

Attest:



Kevin Koester, DPM
President