

North Dakota Board of Podiatric Medicine
Regular Board Meeting
September 28, 2024

Board Members Present: Eric Hart, DPM, Mr. Josh Jeffers, DO, and Andrew Knudsen, DPM
Present via Zoom: Roxanne Jonas, MD, Aaron Albers, DPM
Others Present: Shantel Dewald, Executive Director
Board Members Absent: Ashley Evanoff, DPM

Dr. Albers served as chairman of the meeting and called the meeting to order at 09:04 a.m. CDT. After welcoming the board members and noting there was a quorum, the Board's mission statement was read. A call for additional agenda items was made. No new agenda items were placed on the agenda.

The proposed minutes from the April 14, 2024, special board meeting had been previously distributed to the board members. Dr. Hart moved to approve the meeting minutes as written. Dr. Knudsen seconded the motion. Those in favor: Drs. Knudsen, Hart, Jonas, Albers and Mr. Jeffers. None opposed. Motion passed unanimously.

Thomas Nordquist, DPM, was present for his personal appearance. His application materials were previously distributed to the Board for review. Introductions were made. Dr. Hart briefly discussed North Dakota Century Code and how podiatry is reflected in the ND State Law. Dr. Nordquist is currently working in the Chicago area but was as a prior resident of Minot, ND where he plans to practice. Discussion was had regarding his understanding of the scope of practice in North Dakota. Dr. Hart reviewed the scope in depth and where to find it if Dr. Nordquist has any questions regarding the scope. Ms. Dewald explained the Board's functions, licensing, the renewal process, complaints and CME requirements. The Board had no questions or concerns regarding Dr. Nordquist's application. Dr. Hart moved to grant full licensure. Mr. Jeffers seconded. No further discussion was had. Those in favor: Drs. Hart, Knudsen, Jonas and Albers and Mr. Jeffers. None opposed. Motion passed unanimously. Dr. Nordquist was presented with his licensure certificate.

A review of the temporary permits for residency issued to Sarah O'Brien, DPM (TP16) and Brandon Nagel, DPM (TP17) on July 1, 2024, by prior approval of the President was had. It was further noted that Drs. Kolyenskykov, Duggan, Jameson and Fischer remain in the residency program and therefore met the requirements for renewal. Each respective permit was renewed as of July 1, 2024. No concerns were noted. Mr. Jeffers moved to ratify the newly issued permits TP 16 and TP 17. Dr. Hart seconded. No further discussion was had. Those in favor: Drs. Evanoff, Knudsen, Hart, Jonas, Albers and Mr. Jeffers. None opposed. Motion passed unanimously.

Ms. Dewald gave the licensure report and licensure renewal report. There are currently 36 total podiatric licenses issued. Thirty are active licenses and six are temporary permits for residency. All full active licensees were renewed for 2024. There are two pending applications that have not provided all necessary information to present in front of the board currently.

Ms. Dewald mentioned the FPMB's Annual meeting. Ms. Dewald would send out a powerpoint for the meeting once one is provided to her by FPMB. No questions or concerns regarding the annual meeting were voiced by the Board.

Ms. Dewald reported that Dr. Hart's term on the board is expiring. Ms. Dewald asked for suggestions on replacements for Dr. Hart. Members gave suggested candidates. Ms. Dewald will follow up to find a replacement. No questions or concerns regarding board appointments were voiced by the Board.

The 2023 Annual Financial Reports, previously distributed to the Board, is still pending approval by the state auditor's office. No longer incurring expenses for Adobe license. No longer incurring expenses for storage space. Legal fees are higher due to study conducted during legislative session. No concerns about these reports were voiced. It was reported that the bank account balance as of August 31, 2024 was \$64,728.35. The reserve fund balance is \$20,000 which leaves \$44,728.35 in the Board's operational funds. The proposed budget had been previously submitted to the Board for review. Mr. Jeffers moved to approve the budget as written. Dr. Knudsen seconded. No further discussion was had. Those in favor: Drs. Knudsen, Hart, Jonas, Albers and Mr. Jeffers. None opposed. Motion passed unanimously.

Ms. Dewald suggested changing the board's current cell phone to a different carrier/phone type. The goal is to keep the phone number, if possible, but will no longer be a tracphone. No further discussion or concerns were made in regards to the board cell phone.

Ms. Dewald provided an update for CE Broker. Ms. Dewald gave a brief demonstration of what the system looks like on the administrative side. Questions were asked about correspondence in the system and also when the renewal letters would be mailed. Dr. Hart suggested mailing them out sooner to allow the DPMs time to submit their documentation. No further discussion or concerns were made on CE Broker.

Ms. Dewald presented our current policy on background checks. Ms. Dewald mentioned she requested background checks on the two applications pending the board currently has, and they provided a check from a 3rd party website. Ms. Dewald is wondering if we can allow a check from a website instead of directly from the State or furnished by the applicant that was provided directly from the State, as the policy does not explicitly say. Ms. Dewald reached out to BCI and other boards for further guidance as well. Dr. Hart suggested we ask our attorney to define the terminology in our policy and whether we can accept a check from a 3rd party website. Mr. Jeffers agreed our attorney should review our current policy and offer suggested updates.

Annual performance review of the Executive Director was had. The board agreed on a 5% increase in salary for Ms. Dewald. Her current monthly retainer is \$1,470, which will increase to \$1,543. The raise is effective January 1, 2025. Dr. Knudsen moves to approve the salary increase. Dr. Hart seconded. No further discussion was had. Those in favor: Drs. Knudsen, Hart, Jonas, Albers and Mr. Jeffers. None opposed. Motion passed unanimously.

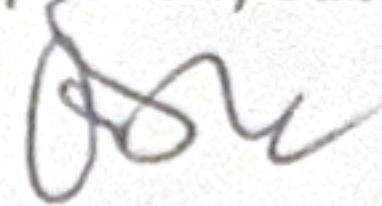
Mr. Jeffers made a motion to enter into Executive Session in order to discuss information that contains confidential patient data and to further consult with the Board's attorney in such matters. Dr. Hart seconded. Those in favor: Drs. Knudsen, Hart, Jonas, Albers and Mr. Jeffers. None opposed. Motion passed unanimously. The Board entered Executive Session at 9:51 a.m. CDT.

The Executive Session concluded at 10:43 a.m. CDT. It was noted that one complaint was reviewed by the Board and dismissed. The regular meeting resumed at 10:43 a.m. CDT.

The next regularly scheduled board meeting will be held on September 27, 2025, at 9:00 a.m. in Bismarck. Ms. Dewald will make the necessary arrangements.

Mr. Jeffers moved to adjourn the meeting. Dr. Hart seconded. The meeting adjourned at 10:44 a.m. CDT.

Respectfully Submitted,



Andy Knudsen, DPM
Secretary/Treasurer

Attest:



Aaron Albers, DPM
President