

Minutes
September 16, 2015 7:30 PM
Holiday Inn, Fargo, ND

1. Call to Order: Dr. Evanoff, President of the NDSBDE called the meeting to order at 7:30 PM, September 16, 2015. Roll call; Dr. Brewster absent.

Board Members and Administrative Staff Attendance

Greg Evanoff, DDS, President
Troy Petersen, DMD, MD President-Elect
Rob Lauf, DDS
Nate Martindale, Esq., AAG

Cathy Cornell, RDH
Otto Dohm, DDS
Tim Mehlhoff, CPA
Rita Sommers, Executive Director

Others in Attendance

Carla Schneider, RDA, NDDAA
Rachelle Gustafson, RDH, NDDHA

2. Committee Reports

- A. Complaint Committee

- 1) Brian Quamme, DDS: No report
 - 2) Advertising

- a. Yellowbook advertising; Brend, DDS, Van Erem, DDS, Clausnitzer, DDS, and Bridging the Dental Gap - Moved and seconded to dismiss the complaints against Brend, Van Erem, Clausnitzer and BDG. Discussion; A hibu Product Yellowbook 2016 directory, errored in placing dentists/customers in the inappropriate heading of Dentists – Oral & Maxillofacial Surgeons. The hibu customer service representative provided a confirmation letter. Roll call vote, Dr. Evanoff abstained. Mehlhoff, yes; Lauf, yes; Cornell, yes; Dohm, yes; and Petersen, yes. Motion carried 5-0.
 - b. Leah Brady, DDS; postpone deliberation to January 2016
 - c. Ben Garr, DDS; postpone deliberation to January 2016

- 3) Glosenger, DDS incident report: Board members acknowledged receipt of the report sent by Face & Jaw Surgery Center oral surgeons, Jeremiah Glosenger, DDS and Andrew Afshar, DDS, MD.
 - 4) Erhardt, DDS – Moved and seconded to dismiss the complaint. No merit exists for disciplinary action. Roll call vote, Dr. Evanoff abstained. Mehlhoff, yes; Lauf, yes; Cornell, yes; Dohm, yes; and Petersen, yes. Motion carried 5-0.
 - 5) Sampson, DDS – Moved and seconded to initiate a complaint. Roll call vote, Dr. Evanoff abstained. Mehlhoff, yes; Lauf, yes; Cornell, yes; Dohm, yes; and Petersen, no. Motion carried 4-1. Motion carried. Moved and seconded to send a letter of concern regarding employment of unlicensed or unauthorized auxiliary. Mr Martindale will note in the letter of concern that the action is not reportable to the National Practitioner Data Bank. Roll call vote, Dr. Evanoff abstained. Mehlhoff, yes; Lauf, yes; Cornell, yes; Dohm, yes; and Petersen, yes. Motion carried 5-0.
 - 6) Spies, DDS - Moved and seconded to dismiss the complaint. No merit exists for disciplinary action. Roll call vote, Dr. Evanoff abstained. Mehlhoff, yes; Lauf, yes; Cornell, yes; Dohm, yes; and Petersen, yes. Motion carried 5-0.
 - 7) Ulloa, DDS – The Board received an anonymous letter regarding Dr. Ulloa's absence of credentials. The Executive Director will submit the letter to Dr. Ulloa and request a written response.
 - 8) Lysne, DDS – Moved and seconded for the Board to send a letter of concern to Dr. Lysne and to RDH employees of Dr. Lysne. Discussion; the Board received information that dental hygiene employees were administering local anesthesia under general supervision. Mr.

Martindale will send the letter of concern. Roll call vote, Dr. Evanoff abstained. Mehlhoff, yes; Lauf, yes; Cornell, yes; Dohm, yes; and Petersen, yes. Motion carried 5-0.

B. Anesthesia Committee

- 1) Review of minimal and moderate sedation requirements – The anesthesia committee reviewed previous requirements and determined that no changes were necessary.
- 2) Capnography – The graphical measurement of carbon dioxide partial pressure during expiration, shall remain a requirement for providers of moderate sedation, deep sedation and general anesthesia.
- 3) Dental office requirements and CRNA providers – The Board’s administrative office will gather information regarding the use of CRNA providers in general dentist offices via the DDS renewal application. Subsequent to information gathered from the 2016-17 DDS renewals, the Anesthesia Committee will make a final recommendation regarding whether or not site evaluations should be performed at those offices and what if any further criteria would be needed on the site evaluation form.

C. Continuing Education Committee

- 1) GordonStein@ProCEO.com: Moved and seconded to grant two hours of CE for the online infection control course. Discussion; the entity requested 4 hours. The Board determined that due to the fundamental content the course could be completed in less time. Roll call vote, Dr. Evanoff abstained. Mehlhoff, yes; Lauf, yes; Cornell, yes; Dohm, yes; and Petersen, yes. Motion carried 5-0.
- 2) Review Dr. Wehrman permit application to administer dermal fillers and botulinum toxin; Moved and seconded to request further information regarding the AAFE course. Discussion; after review of the submitted outline of a Level I courses taken from the American Academy of Facial Esthetics the Board determined further information on the 2 day course would be required to review course content. The course had not been previously approved by the Board as per the Administrative Rules. The Board will review the new information at its January 2016 meeting. Roll call vote, Dr. Evanoff abstained. Mehlhoff, yes; Lauf, yes; Cornell, yes; Dohm, yes; and Petersen, yes. Motion carried 5-0.
- 3) Audits: Ms. Cornell informed the members that twelve audits will be completed in the near future. Ms. Cornell will report findings at the January 2016 meeting.

D. Application Review Committee

- 1) Karna, RDH – The application for dental hygiene license was reviewed by Mr. Martindale following a report submitted by the BCI. The Board found no basis to deny the application for license. No action taken.
- 2) Bolte, RDH – The Board will interview Ms. Bolte regarding previous employment with Dr. Sampson. Ms. Bolte allegedly worked for Dr. Sampson as an unlicensed RDH in North Dakota. [The applicant did not appear for the 9/17/2015 scheduled interview. License was not reinstated]

E. Legislative Committee

- 1) Board of Pharmacy –Regarding use of prescription drugs and prescribers, Boards regulating prescribers are mandated to administer recent legislation found in the Board of Pharmacy administrative rule; 61-12-01-02. Dispenser Reporting. Each dispenser licensed by a regulatory agency in the state of North Dakota who dispenses a controlled substance to a patient shall submit to the central repository by electronic means information regarding each prescription dispensed for a controlled substance. The information submitted for each prescription shall include all of the data elements in the American society for automation in pharmacy rules-based standard implementation guide for prescription monitoring programs issued September 2011, version 4, release 2. Ms. Sommers will collaborate with the Board of Pharmacy for further information to assist with statutory language [include wholesale drug monitoring].
- 2) Aspen Dental; Settlement - Mr. Martindale provided a summary of the action.

Moved and seconded to adjourn until Sept 17, 2015, 8:00 AM. All in favor. Motion carried. Meeting adjourned at 10:04 PM.

Minutes
September 17, 2015 8:00 AM
Holiday Inn, Fargo, ND

- 1. Call to Order:** Dr. Evanoff, President of the NDSBDE called the meeting to order at 8:00 AM, September 17, 2015. Roll call; Dr. Brewster absent.

Board Members and Administrative Staff Attendance

Greg Evanoff, DDS, President	Cathy Cornell, RDH
Troy Petersen, DMD, MD President-Elect	Otto Dohm, DDS
Rob Lauf, DDS	Tim Mehlhoff, CPA
Nate Martindale, Esq., AAG	Rita Sommers, Executive Director

Others in Attendance

Sarah Thiel, RDH (www.cezoom.com)
 Carla Schneider, RDA, NDDAA
 Jeralyn Peterson, RDH, NDDHA

- 2. Approval of Minutes:** Moved and seconded to adopt the minutes of the June 9, 2015 meeting. All voted in favor. Motion carried.

3. Additions to Agenda:

- 4. Treasurer's Report:** Moved and seconded to postpone budget approval until Jan/2016 meeting. Discussion; the Board requested further details reflecting budgetary categories. Mr Mehlhoff, will assist Ms. Sommers with the particulars of QuickBooks and present a detailed report at the January meeting. A RCV was taken. All voted in favor.

Cash and Bank Accounts Summary

Checking	\$	42,907.06
Money Market	\$	2,790.82
Municipal Investor	\$	<u>22,830.68</u>
Total Bank Accounts	\$	68,528.56
Capital CU CD	\$	70,455.24
Bremer #3	\$	50,000.00
Bremer #4	\$	50,000.00
Bremer #5	\$	50,000.00
Bremer #6	\$	117,096.52
First Community CU	\$	5.00
<u>Total Asset Accounts</u>	<u>\$</u>	<u>337,556.76</u>
OVERALL TOTAL	\$	406,085.32

5. Review candidate credentials

- B. Issue Licenses:** Moved and seconded to hold those applications that are incomplete and grant license to the applicants who have completed requirements. Ms. Bolte, RDH did not appear for the interview. All voted in favor of the motion.

Dental License Applicants	LICENSE #	SCHOOL & YEAR GRADUATED
Jolene Hendrickx, RDH	1573	MSCTC '11
Kandice Torres, RDH	1605	MSCTC '13
Andrea Kay Audritsh, RDH	1611	Pacific U '15
Laura M. Friedt, RDH	1612	U of MN '15
Katelyn Joy Friedt, RDH	1613	U of MN '15
Anney K. Yang, RDH	1615	Herzing '12
Tangie Marie Hale, RDH	1616	
Tyler Carl Prestwich, DDS	2271	Creighton '12
Erika A. D. Anderson, DDS	2256	Creighton '10
Krista Marie Johnson, DMD	2272	Midwestern '15
Edward Nam, DDS	2273	U of Scal '12
Kathryn E. Schneibel, DMD	2274	Oregon '15
Amanda Engelhardt, DDS	2270	Creighton '13

REINSTATEMENT

Laura Ann Hoyt, RDH	1209	
Kyann J. Karna, RDH	860	
Jacqueline J. Bolte, RDH		INCOMPLETE
Elyse Nienow, RDH	1287	
David Michael Montes, DDS	2023	
Kiley A. Carroll RDH	1016	
Stacy L. Marohl, RDH	851	

6. Old Business

A. NDBDE Executive Director – contract review: Moved and seconded to increase the ED’s base salary by 6%. Discussion; the increase reflects the added hours put forward to meet the requirements of the responsibilities at hand, 2014-2015 legislative activities and web site renovation. The executive director was appreciative for the constructive criticism and the overall appreciation. Roll call vote, Mehlhoff, yes; Lauf, yes; Cornell, no; Dohm, yes; and Petersen, yes. Motion carried 4-1. Dr. Evanoff abstained.

B. New Website review – Ms. Sommers reviewed the nuances of the new website. Information is still being added to pages. Comments were complimentary.

7. New Business

A. Newsletter assignments: The deadline for newsletter submissions is Oct. 1, 2015. Moved and seconded to publish the Board’s annual newsletter electronically. Discussion; The Board continues to move toward paperless management functions. Administrative staff will send notice to licensees regarding address of the online newsletter. Notice will be sent via emails and a paper notice sent to licensees as an insert with renewal forms mid-October. All voted in favor of the motion.

B. Board appointments: The Board reviewed any suggestions. No further action.

C. Review of licensing procedures: Moved and second to amend the current licensing procedures to require a personal interview at the Board’s discretion with an applicant who submits information which requires further inquiry. Discussion; Administrative rules provide language for the Board to amend the standard operating procedures regarding the licensure process, specifically interviews and jurisprudence exams. Given the additional cost for the license by credential requirement of the professional background check and cost of travel to newly licensed dentists, the Board may waive the personal interview. However, applicants could be required to appear in some circumstances at the Board’s discretion. The Board’s website offers capability for online jurisprudence exams and verification of credentials. All voted in favor of the administrative policy change.

D. Sara Thiel, RDH: CE Zoom: Ms. Thiel presented a power point presentation and demonstrated the software functionality. The product is a CE tracker that is shown to be beneficial to the licensee and the licensing board listing board approved CE within a specific radius as one of the many features explained further on www.CEzoom.com. Moved and seconded to allow the President of the Board and the Executive Director to pursue a collaboration with CEzoom for continuing education purposes. Discussion; the Board determined that it may benefit smart phone users and computer literate licensees. Ms. Thiel offered the product at no cost to the Board or licensees as ND would be one of the first of five states to enroll. The functionality may duplicate some processes the new web site contains. Ms. Thiel will send a contract for the Boards review. There may also be costs associated with integrating or linking CEzoom software to the Board website and/or additional costs for administrative time. Roll call vote, Dr. Evanoff abstained. Mehlhoff, yes; Lauf, yes; Cornell, yes; Dohm, yes; and Petersen, yes. Motion carried 5-0.

E. NDDA Letter: NDDA assessment presented to Dr. Evanoff was in regard to the issue of timely return of communication/messages at APT, and concern that legislators, dentist members and the public have not made a distinction between the two entities. APT responded to the NDDA letter and provided their communications protocol as well as recommending proactive actions. APT also commented that they receive calls from licensees attempting to communicate with the NDDA and consider it the norm. It was the general consensus of the BODE that little can be said to explain why legislators or licensees seem to lack this knowledge. The Board discussed the increase in administrative work load over the last 10 years and will review the budget more closely to evaluate adding another employee or changing the Board’s contract to include a full time employee at APT. The State mandates that bids for such services must go through their office. Once the APT contract expires, the Board will have to seek bids via the State Procurement Office.

8. Status Report:

A. CRDTS: Ms. Cornell and Dr. Brewster attended the Kansas City meeting. CRDTS is looking toward

developing a restorative exam for dental hygienists. Some bylaws changes occurred. Dr. Malaktaris is on the Examiner Development Committee.

B. WREB: Ms. Cornell explained the process of care exam being dropped to be more competitive with CRDTS. WREB will be switching from Pearson VUE to Prometric for written exams starting in the 2016 exam season. New Mexico will no longer accept WREB.

C. SRTA, CITA, ADEX: SRTA will no longer be administering the ADEX exam. SRTA will administer its own exam. The ADEX examinations will continue to be administered by the Commission on Dental Competency Assessments (formerly NERB) and CITA.

D. National Meetings – AADB Annual Meeting Nov 3-4, 2015, Washington DC, will be attended by Ms. Sommers and Dr. Brewster. Dr. Brewster will represent the Board as the liaison. The attorney roundtable and other portions of the meeting related to legal issues will be attended by Mr. Martindale. Ms. Sommers will also attend the AADA Annual Meeting Nov. 1-2, 2015.

E. Reimbursement policy amendment: Dr. Brewster presented (via written notice) an amendment to the Board's reimbursement policy for deputy examiners. Moved and seconded to pay the honorarium to Board examiners exams assigned to the examiner prior to March 1st. Discussion; examiners commit to the assignments which generally end around mid-March. Therefore, if the Board member agreed to examine at a site and the date of the exam is after the Board member's term ends, the Board member would be paid the honorarium. However, if a Board member agrees to provide services to a regional board after March 1st, 2016, the examiner would not be reimbursed by the NDSBDE. The number of Board member examiners will be diminished considerably for the 2015-2016 year. Currently reimbursement ends when the member's position is relinquished. The request is a budgetary issue. The Board will further investigate the Budget issues at the January meeting. Roll call vote, Dr. Evanoff abstained. Mehlhoff, yes; Lauf, yes; Cornell, no; Dohm, yes; and Petersen, yes. Motion carried 4-1.

9. Remuneration: The Executive Director issued remuneration to members of the Board. Mileage reimbursement remains 57.5cents/mile.

10. Date, time of next meetings: Saturday, January 16, 2016, 8:03 A.M., CDT, Grand Forks, ND.

11. Adjournment: Having no further business, the meeting was adjourned at 12:30 PM.

Respectfully Submitted,

Rita M. Sommers, Executive Director _____

Tim Mehlhoff, Secretary-Treasurer _____