



# ND STATE BOARD OF DENTAL EXAMINERS

## REGULAR MEETING MINUTES

Location: Physical: Brady Martz & Assoc., 2537 University Dr., Fargo, ND 58103  
Remote: Link provided further below

Date: August 1, 2025

Time: 12:00 pm CT

## AGENDA DETAILS

### 1. CALL TO ORDER, ATTENDANCE, RESPONSIBILITIES

a. Call to order at 12:04 pm, and roll call of attendees

Board Members	Attendance: In-Person; Remote; or Absent	Notes; times of arrival/departure other than the meeting start/end
Dr. Kangas - President	In-Person	
Dr. Sarsland - Vice President	Remote	
Ms. Snay - Secretary/Treasurer	Remote	
Ms. Marsh	In-Person	
Dr. Tanabe	Remote	
Dr. Fallgatter	In-Person	
Ms. Carlson	In-Person	
Dr. Olson Stremick	Remote	
Dr. Stewart	Remote	
<b>Staff</b>		
Jacinda Simmons-APT	Absent	
Matt Menge—AAG	Absent	
Dave Schaibley—ED	In-Person	

b. Appreciation of past Board Member Dr. Dohm and Executive Director Ms. Sommers

c. Discussed the value of members participating in CRDTS, ADEX, CWC. Ms. Marsh shared her experience; expectations; value of staying abreast of exam quality, scope, and changes. Board members were encouraged to volunteer for these roles.

## **2. REVIEW AND APPROVE PAST MEETING MINUTES**

- a. May 2, 2025 Regular Meeting minutes. Noted that in two places Dr. Kangas and Ms. Marsh were noted as voting Yes and as Absent.

### Motion

To approve the minutes as amended made by Dr. Fallgatter; Second by Ms. Marsh.  
In Favor: Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter. Motion passes 9-0.

## **3. MODIFICATIONS TO THIS AGENDA**

- a. Request by Dr. Tanabe to discuss Anesthesia Portfolio next due to his logistics/travel.

## **4. ANESTHESIA PORTFOLIO**

- a. No site evaluation completed since the May meeting
- b. Revised the site evaluation forms to make them more intuitive
- c. New site evaluator approved; CRNA Bridgette Bumann
- d. Simulation model will be at the NDDA Annual Conference; Sanford EMTs will provide instruction; will allow for more real-life handling of emergencies; we emailed/encouraged all of our Permit Holders and Host Dentists to attend.

## **5. LICENSEES AND REGISTRANTS**

- a. Licenses/registrations issued since last meeting (Attachment C)

### Motion

To ratify the list of licenses and registrations issued since the last meeting made by Dr. Fallgatter; Second by Ms. Marsh.

In Favor: Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter. Motion passes 9-0.

## **6. PORTFOLIOS**

- a. **Secretary/Treasurer Portfolio**

- i. Ms. Snay provided an update on the Board's solid financial situation; positive reinforcement of the bookkeeping support we now have.
- ii. Explained that our US Bank accounts are closed
- iii. 2021-2023 Audit has been reviewed and approved by the State Auditor's Office.
- iv. SB 2251's passage last session and taking effect August 1 indicates we are no longer in the grouping of boards who are required to retain CPAs to conduct our audit. While we can continue to do that, the cost is a significant concern with the 2019-2021 audit costing \$8,000; the 2021-2023 audit cost \$19,000; and the early estimates for the possible 2023-2025 no less than \$34,000 and should be expected to be higher. The changed law now allows boards with less than \$2,000,000 in annual receipts, and we are far, far, under that amount, us to complete the auditor's annual report for far less cost in lieu of retaining a CPA for an audit.
- v. Transition from Sage to QuickBooks has been completed by Bookkeeper Tanya.
- vi. Dave presented the Board's requested assessment of online payment vendors and the costs. We also will need to work with Albertson Consulting to upgrade from Big Picture 6.12.0 to 6.12.01; that is a no-cost upgrade that we would have to do sooner or later anyways. Once we upgrade, we can incorporate a tool into our renewal system allowing allow us to give renewal applicants the choice of paying by check in the amount of their renewal fee, or choosing to pay online—but having to pay the 3% credit card processing fee

Motion

To start using Clover as the online payment tool for renewal of licenses made by Dr. Fallgatter; Second by Ms. Carlson.

In Favor: Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter. Motion passes 9-0.

**b. Continuing Education Portfolio**

- i. Ms. Carlson shared that the new process and systems helped the CE audit of Dental Assistants who renewed in 2024 go smoothly. All selected assistants passed the audit.

**c. Applications Portfolio**

- i. Dr. Olson Stremick shared that several applicants from other states have reinforced how varied the laws for dental assistants are from state-to-state. And that our revised rules have allowed us to more readily register those applicants by assessing their programs, education, training, and other materials.
- ii. We have a hygienist applicant who was formerly licensed in North Dakota and not elsewhere. Her exam was over five years ago so. The Board assessed her for re-licensure. Options are to retake the exam per NDAC 20-04-01-04 or reentry per NDAC 20-04-01-05.1.

Motion

To allow formerly licensed North Dakota hygienists to be re-licensed under NDAC 20-04-01-05.1 similar to how those formerly licensed in other states are, and to seek a rule change memorializing that made by Ms. Marsh; Second by Dr. Fallgatter.

In Favor: Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter. Motion passes 9-0.

**d. Executive Director Portfolio**

- i. Mr. Schaibley shared aspects of his Quarterly Summary

## **7. OLD BUSINESS**

- a. Bismarck State College's Mystic Smiles Clinic had its grand opening May 2025. And its QDA Program has enrolled 20 applicants.
- b. Ray Dental Clinic, under the Northland Community Health Center, opened in June 2025, but due to staffing issues it is temporarily closed and seeking a dentist.

## **8. NEW BUSINESS**

- a. NDSCS has paused its off-campus provision of sealant and nitrous courses. Midwest Study Club, with NDSCS faculty as its trainers, proposed to provide those courses off-campus. Dr. Kangas provisionally approved them this summer because the training and faculty were identical to the NDSCS board-approved sessions.

Motion

To ratify Dr. Kangas' approval of Midwest Study Club to provide training that qualifies for a Sealant endorsement and a Nitrous Oxide Administration permit made by Dr. Fallgatter; Second by Dr. Kangas.

In Favor: Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter. Motion passes 9-0.

- b. Dakota College's new director of its dental hygiene and assisting program is Rhonda Edwardson—formerly faculty at NDSCS. She will provide some of Dakota College's programming at off-campus sites. They are CODA-approved.
- c. BCI/FBI Criminal History Records Check Manual revision/update.

#### Motion

To approve the revised manual made by Ms. Marsh; Second by Dr. Kangas.

In Favor: Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter. Motion passes 9-0.

- d. Discussed SB 2395 and its requirement that we report annually on the efficiency of our licensure decisions, and that Albertsons has helped by programming our database with fields that can track the dates and timing.
- e. Public Forum; none.

## **9. UPCOMING MEETINGS**

- a. Discussed that the Board's September 19, 2025 meeting was scheduled primarily for rulemaking, and discussed the October 10, 2025, meeting could be used to finalize the last steps that lead to formal rulemaking.
- b. Discussed that Mr. Menge and Mr. Schaibley decided not to attend the FARB program due to its content, cost, and logistics; and that Mr. Schaibley will attend the AADA/AADB Annual Meeting; Oct 13-18; Dallas, TX

## **10. PROFESSIONAL CONDUCT PORTFOLIO**

- a. Complaints against licensees/registrants. Complaints may be discussed in Executive Session under the following legal authority: NDCC §§ 43-28-18.2(3) (patient records and information-confidential); 43-28-18.2(4) (complaint files prior to decision to discipline-exempt); 44-04-19.1(5) (attorney consultation-exempt); 44-04-19.1(7) (investigatory work product-exempt); 44-04-19.1(9) (negotiation strategy-exempt); 44-04-18.1(4) (licensee personal information-exempt); 44-04-18.32 (medical records/information-exempt).

#### Motion

To enter into executive session to discuss non-public complaints made by Dr. Fallgatter; Second by Dr. Kangas.

In Favor: Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter. Motion passes 9-0.

Entered into executive session and 2:07p. Attended by Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter, and Mr. Schaibley. Exited executive session at 2:44p

#### Motion

To dismiss complaint 127 made by Dr. Fallgatter; Second by Ms. Carlson.

In Favor: Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter. Motion passes 9-0.

### Motion

To dismiss complaint 128, but share concerns with the licensee, made by Dr. Kangas; Second by Dr. Fallgatter.

In Favor: Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter. Motion passes 9-0.

### Motion

To dismiss complaint 129 made by Dr. Fallgatter; Second by Ms. Carlson.

In Favor: Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter. Motion passes 9-0.

### Motion

To dismiss complaint 130 made by Dr. Fallgatter; Second by Ms. Marsh.

In Favor: Dr. Kangas, Dr. Sarsland, Ms. Snay, Dr. Tanabe, Ms. Marsh, Dr. Stewart, Ms. Carlson, Dr. Olson Stremick, Dr. Fallgatter. Motion passes 9-0.

## **11. LEGISLATIVE AND RULEMAKING PORTFOLIO**

- a. Discussed comments and suggested changes to the following. Mr. Schaibley will incorporate discussions into revisions and circulate them for Board member review.
  - i. NDAC 20-01-01 (General Administration)
  - ii. NDAC 20-01-02 (Definitions)
  - iii. NDAC 20-02 (Dentists)
  - iv. NDAC 20-03 (Assistants)
- b. At its September 19th meeting, it will discuss the above set of revisions and also discuss the comments and suggested changes to the following sets of rules:
  - i. NDAC 20-04 (Hygienists)
  - ii. NDAC 20-05 (Fees)
  - iii. NDAC 20-06 (PHP)

## **12. ADJOURNMENT**

- a. 6:30 PM, CT