

**ND BOARD OF CLINICAL LABORATORY PRACTICE**  
**October 9, 2018**  
**NDBCLP Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND**  
**Minutes**

- Call to Order:** The Board Chair, Jim Breen, called the meeting to order at 10:00 AM.
- Present:** Board Members: Jim Breen- Chair, Sherry Melby – Secretary, Tom Tupa, Dan Sivak, Dr. Koponen (via phone), Christie Massen.  
Others: Nikki Owings- Board Office.
- Absent:** Vacant consumer position.
- Introductions:** Dan Sivak of Dickinson was introduced as the new MT member.
- Minutes:** It was **moved and seconded** to approve the July 10, 2018 and August 29, 2018 minutes. (Tupa/Massen/carried) [Roll call: Koponen (y); Tupa (y); Melby (y); Massen (y); Sivak (y); Breen (y)] [Vacant consumer position]
- Financial Report:** The report was through fourteen months of the 2-year budget cycle. Renewal revenue is lower than budgeted due to a higher number of non-renewed licenses than projected.
- It was **moved and seconded** to approve the report as presented. (Massen/Melby/carried) [Roll call: Koponen (y); Tupa (y); Melby (y); Massen (y); Sivak (y); Breen (y)] [Vacant consumer position]
- 2016 & 2017 Financial Audit:** The audit was clean; no instances of non-compliance were noted in the report. It was **moved and seconded** to accept the report as presented. (Sivak/Massen/carried) [Roll call: Koponen (y); Tupa (y); Melby (y); Massen (y); Sivak (y); Breen (y)] [Vacant consumer position]
- APT, Inc. Contract up for Renewal:** It was **moved and seconded** to continue services with APT, Inc. (Massen/Melby/carried) [Roll call: Koponen (y); Tupa (y); Melby (y); Massen (y); Sivak (y); Breen (y)] [Vacant consumer position]
- Proposed Legislation Update:** It was **moved and seconded** to approve the proposed bill and move forward with the legislative process. (Tupa/Massen/carried) [Roll call: Koponen (y); Tupa (y); Melby (y); Massen (y); Sivak (y); Breen (y)] [Vacant consumer position]
- The Board will seek an update on the process from legal counsel.

**Request for Exemption of Test/Method from Current Licensure:**

**Glucose by Alere Cholestech LDX-Lipid Profile \*GLU cassette** – The Board office will send a letter to the requester that this is already exempted under Administrative Code.

**Triglyceride by Alere Cholestech LDX-Lipid Profile \*GLU cassette** – The Board office will send a letter to the requester that this is already exempted under Administrative Code.

**Complaint:**

**Leigh Anne Moffatt** – Tabled to January meeting so Board can discuss with legal counsel.

**Phlebotomists Performing Quick-cup Drug Screen:**

No complaint was received from inquirer. Board will not take further action at this time.

**Provisional Permits in Specialty Areas:**

Massen will visit with UND to see if they feel anything in the law should be changed to allow for categorical students to become licensed. This will be discussed further at the next meeting.

**Request for Refund of Late Fee:**

It was **moved and seconded** to deny the request for Ernest Maximo as his reason for the request did not meet the definition of extraordinary circumstances as allowed in Administrative Code. (Melby/Massen/carried) [Roll call: Koponen (y); Tupa (y); Melby (y); Massen (y); Sivak (y); Breen (y)] [Vacant consumer position]

**Update to On-line Licensing:**

It was **moved and seconded** to approve a website update to automatically send e-mail notice of licensure issuance and instruct how to print a copy of the license certificate to applicants. (Massen/Tupa/carried) [Roll call: Koponen (y); Tupa (y); Melby (y); Massen (y); Sivak (y); Breen (y)] [Vacant consumer position]

**Review of Licenses/Provisional Permits Issued 7/10/2018 to 9/19/2018:**

Board reviewed attached list.

**2019 Meeting Dates**

January 8, 2018	10:00 AM	NDBCLP Office
April 9, 2018	10:00 AM	NDBCLP Office
July 9, 2018	10:00 AM	NDBCLP Office
October 8, 2018	10:00 AM	NDBCLP Office

**[Dr. Koponen absent]**

**Other:**

**License Renewal for Lori Martell** - It was **moved and seconded** to approve 14 of the submitted CE hours and to allow until November 15, 2018 for her to submit a completion certificate for the 1-hour CDC Emerging Zika training and 5 additional laboratory related training hours. (Massen/Melby/carried) [Roll call: Tupa (y); Melby (y); Massen (y); Sivak (y); Breen (y)] [Vacant consumer position; Koponen absent]

**Issuance of License Certificates** – Tabled for further discussion at January meeting.

**Adjourn:** Meeting adjourned at 12:08 PM.

**Respectfully submitted,**

**Jim Breen, Board Chair**

**Sherry Melby, Board Secretary**

**Licenses issued 7/10/2018 through 9/19/2018:**

	Last Name	First Name	Category	Status
1.	<a href="#">Ortega</a>	Diahann Caroll	Clinical Laboratory Scientist/Medical Technologist	License
2.	<a href="#">Rood</a>	Jennifer	Specialist	License
3.	<a href="#">Dubbels</a>	Courtney	Clinical Laboratory Scientist/Medical Technologist	License
4.	<a href="#">Orcutt</a>	Brandon	Clinical Laboratory Scientist/Medical Technologist	License
5.	<a href="#">Johb</a>	Mariah	Clinical Laboratory Scientist/Medical Technologist	License
6.	<a href="#">Strand</a>	Douglas	Clinical Laboratory Scientist/Medical Technologist	License
7.	<a href="#">Bjorlin</a>	Danielle	Clinical Laboratory Scientist/Medical Technologist	License
8.	<a href="#">Stebner</a>	Josie	Clinical Laboratory Scientist/Medical Technologist	License
9.	<a href="#">Stone</a>	Tiffany	Clinical Laboratory Scientist/Medical Technologist	License
10.	<a href="#">Johnson</a>	Megan	Clinical Laboratory Scientist/Medical Technologist	License
11.	<a href="#">Dela Cruz</a>	Nicolle Jensen	Clinical Laboratory Scientist/Medical Technologist	License
12.	<a href="#">Moore</a>	Cindy	Clinical Laboratory Scientist/Medical Technologist	License
13.	<a href="#">Jones</a>	Helen	Clinical Laboratory Technician/Medical Laboratory Technician	License
14.	<a href="#">Washington</a>	Ryan	Clinical Laboratory Technician/Medical Laboratory Technician	License
15.	<a href="#">Ehrgott</a>	Kirk	Clinical Laboratory Technician/Medical Laboratory Technician	License
16.	<a href="#">Stowers</a>	Elizabeth	Clinical Laboratory Scientist/Medical Technologist	License
17.	<a href="#">Walchak</a>	Karen	Clinical Laboratory Scientist/Medical Technologist	License
18.	<a href="#">Peterson</a>	Doris	Clinical Laboratory Scientist/Medical Technologist	License
19.	<a href="#">Titus</a>	Anna	Clinical Laboratory Technician/Medical Laboratory Technician	License
20.	<a href="#">Wieland</a>	Jamie	Clinical Laboratory Technician/Medical Laboratory Technician	License
21.	<a href="#">Hortelano</a>	Kareen	Clinical Laboratory Scientist/Medical Technologist	License
22.	<a href="#">Johnson</a>	Amber	Clinical Laboratory Technician/Medical Laboratory Technician	License
23.	<a href="#">Castro</a>	Leian Dara	Clinical Laboratory Scientist/Medical Technologist	License
24.	<a href="#">Abelita</a>	Kathrine May	Clinical Laboratory Scientist/Medical Technologist	License
25.	<a href="#">Mojar</a>	Wema	Clinical Laboratory Scientist/Medical Technologist	License
26.	<a href="#">Hutchinson</a>	Michelle	Clinical Laboratory Technician/Medical Laboratory Technician	License
27.	<a href="#">Hansen</a>	Elizabeth	Clinical Laboratory Technician/Medical Laboratory Technician	License
28.	<a href="#">Royser</a>	Ginelle	Clinical Laboratory Scientist/Medical Technologist	License
29.	<a href="#">Macaballug</a>	Roel	Clinical Laboratory Scientist/Medical Technologist	License
30.	<a href="#">Kummeth</a>	Steven	Clinical Laboratory Scientist/Medical Technologist	License
31.	<a href="#">One</a>	Logan	Clinical Laboratory Technician/Medical Laboratory Technician	License
32.	<a href="#">Saycon</a>	Kimberly Marie	Clinical Laboratory Scientist/Medical Technologist	License

**Provisional Permits issued 7/10/2018 through 9/19/2018:**

	Last Name	First Name	Category	Status
1.	<a href="#">Boreen</a>	Ashley	Clinical Laboratory Scientist/Medical Technologist	Provisional Permit
2.	<a href="#">Peters</a>	Darac	Clinical Laboratory Technician/Medical Laboratory Technician	Provisional Permit
3.	<a href="#">Siewert</a>	Sarah	Clinical Laboratory Scientist/Medical Technologist	Provisional Permit