

**ND BOARD OF CLINICAL LABORATORY PRACTICE**  
**July 12, 2016**  
**State Health Department, Rm. 206, State Capitol, Bismarck, ND**  
**Minutes**

**Call to Order:** The Board Chair, Sandra Matthey, called the meeting to order at 10:00 AM.

**Present:** Board Members: Sandra Matthey – Chair, Sherry Melby – Secretary, Bruce Pritschet, Tom Tupa, Dr. Koponen (via phone), Ruth Paur (via phone).  
Others: Nikki Owings; John Tyler, Legal Counsel; Bill Kalanek, APT, Inc.

**Absent:** Kyle Handegard

**[Paur absent]**

**Minutes:** It was **moved and seconded** to approve the April 12, 2016 and April 26, 2016 minutes. (Tupa/Koponen/carried) [Paur and Handegard absent]

**[Paur present]**

**Financial Report:** The report was through the first eleven months of the 2-year budget cycle. Expenses are all in line with the budget at this point. The bulk of the renewal revenue will show up in the June report. The Board office will e-mail the June report to the Board as soon as it is available. It was **moved and seconded** to accept the financial report as presented. (Tupa/Pritschet/carried) [Handegard absent] **[Bd. Office]**

**APT, Inc. Contract:** The current contract extension expires August 1, 2016. Legal Counsel reported that Procurement is working to have the RFP ready within 6 months. It was **moved and seconded** to approve a 6 month contract extension at the current monthly rate and hold a special meeting once Procurement is ready with the RFP. (Paur/Pritschet/carried) [Roll call: Pritschet (y), Melby (y), Tupa (y), Paur (y), Koponen (y), Matthey (y)] [Handegard absent]

It was **moved and seconded** to add Tupa as a signer on the Board's accounts for when Handegard leaves the Board. (Pritschet/Melby/carried) [Roll call: Pritschet (y), Melby (y), Tupa (a), Paur (y), Koponen (y), Matthey (y)] [Handegard absent]

**OLD BUSINESS**

**Statute Review Committee Report:**

It was **moved and seconded** to approve the proposed legislative bill as presented and have Paur contact legislator Judy Lee for possible sponsorship. (Pritschet /Tupa/carried) [Roll call: Pritschet (y), Melby (y), Tupa (y), Paur (y), Koponen (y), Matthey (y)] [Handegard absent] **[Paur]**

**Administrative Rules:**

Legal Counsel provided the Board with an updated draft. The Board made some changes to the initial licensure, continuing education, and exempt tests sections.

It was **moved and seconded** to approve the final draft with changes. (Pritschet /Tupa/carried) [Roll call: Pritschet (y), Melby (y), Tupa (y), Paur (y), Koponen (y), Matthey (y)] [Handegard absent] **[Legal Counsel & Bd. Office]**

## **NEW BUSINESS**

### **Application for Licensure Renewal:**

**Daniel Sivak** – It was **moved and seconded** to accept the application. (Paur/Koponen/carried) [Roll call: Pritschet (y), Melby (y), Tupa (y), Paur (y), Koponen (y), Matthey (y)] [Handegard absent] **[Bd. Office]**

### **Supervision Questions:**

**James Moe** – Moe questioned his supervision of several unlicensed personnel. He is working in the same facility as the individuals he is supervising therefore making him readily available to them. His supervision is acceptable. **[Bd. Office]**

### **Exempt Test Name Change:**

The Clearview Complete name is being changed to Sure Check HIV ½. The Administrative Rules specifically state the Clearview Complete name.

It was **moved and seconded** to approve the amendment to 96-02-10-01 to add “, or performing tests determined by the Board to be equivalent to those listed below.” (Pritschet /Melby/carried) [Roll call: Pritschet (y), Melby (y), Tupa (y), Paur (y), Koponen (y), Matthey (y)] [Handegard absent]

### **Requests for Exemption of Test/Method from Current Licensure:**

A sub-committee of Matthey, Melby, Paur, and Shelly Heilman was formed to review the nineteen requests recently received by the Board office. They will report at the October meeting.

**Board Appointment:** Handegard has turned in her resignation to the Governor’s office. She will serve until replaced.

### **Other:**

**Application for Provisional Permit for Marni England-Savageau** – The Board will ask her to indicate which Board-approved national certifying exam she plans to take and have her submit a copy of the exam eligibility requirements and how she meets those requirements. **[Bd. Office]**

**Sharon Collins Correspondence** – The Board will respond to Collins stating she needs to meet the supervision requirements in 96-02-10-02 and she must make sure the tests are included in sections 96-02-10. **[Bd. Office]**

**License Renewal Update** – Approximately 200 licensees did not renew. Approximately 50% of those that renewed did so on-line.

### **Next Meeting Date:**

October 11, 2016 10:00 am Resource Rm. 2016, ND Dept. of Health, Capitol

**ADJOURN** Meeting adjourned at 12:08 pm.

**Respectfully submitted,**

**Sandra Matthey, Board Chair**

**Sherry Melby, Board Secretary**