

**ND BOARD OF CLINICAL LABORATORY PRACTICE**  
**April 11, 2017**  
**NDBCLP Office, 2900 E. Broadway Ave., Ste. 2, 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, Ruth Paur (via phone), Kyle Handegard (via phone).  
Others: Nikki Owings; John Tyler, Legal Counsel.

**Absent:** Dr. Koponen

**Minutes:** It was **moved and seconded** to approve the January 10, 2017, January 25, 2017, February 16, 2017, February 21, 2017, February 24, 2017, March 13, 2017, March 17, 2017, March 30, 2017 minutes. (Tupa/Pritschet/carried) [Koponen absent]

**Financial Report:** The report was through twenty-one months of the 2-year budget cycle. The Board will have Handegard cash in the two CDs which come due in July and move the funds into checking or savings. The Board will have Handegard close its Bank of North Dakota checking account as it is no longer needed. It was **moved and seconded** to accept the financial report as presented. (Pritschet/Melby/carried) [Koponen absent]

**APT, Inc. Contract:** Paur is working with Rebecca Pollert of the State Procurement Office. [Paur]

**OLD BUSINESS**

**Legislation Update:**

**SB 2202** including the Board's amendment has been signed by the Governor.

**HCR 3026** concerning the State supervision of regulatory boards has been adopted. The Board will follow this resolution if it is selected for study.

**Administrative Rules Update:**

The proposed rules are currently being reviewed by Legislative Council and are scheduled to go into effect July 1, 2017.

The estimated cost of updating the on-line application for provisional permits is \$1560.

A statement will be added to the new license application requesting applicants for initial licensure to provide a statement of job description and average hours worked, signed by the HR or lab supervisor as proof of the required 300 hours of practice. This is for applicants who have taken the national certifying exam more than two years from the date of application.

**Child Support Data Match:**

The Board will wait to receive a memorandum of agreement.

**Board Appointments:**

The position of non-physician laboratory director and the two consumer positions are open for appointment. The Board will forward any possible names to the Board office or directly to the Governor's office for consideration.

**Election of Officers:**

It was **moved and seconded** to reappoint Matthey as Chair, Melby as Secretary, and Handegard as Treasurer and to reconsider the offices when Matthey and Handegard come off the Board. (Tupa/Pritschet/carried) [Koponen absent]

**Next Meeting Date:**

July 11, 2017 10:00 am Rm. 206, State Health Department, State Capitol, Bismarck, ND

**ADJOURN**

Meeting adjourned at 10:50 AM.

**Respectfully submitted,**

**Sandra Matthey, Board Chair**

**Sherry Melby, Board Secretary**