

ND BOARD OF CLINICAL LABORATORY PRACTICE
July 11, 2017
NDBCLP Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND
Minutes

Call to Order: The Board Secretary, Sherry Melby, called the meeting to order at 10:00 AM.

Present: Board Members: Sherry Melby – Secretary, Tom Tupa, Dr. Koponen (via phone), Christie Massen, James Breen.
Others: Nikki Owings; Dave Schaibley, Legal Counsel.

Absent: Ruth Paur, vacant consumer position

Introduction of New Members:

James Breen is the new non-physician laboratory director member and Christie Massen is the new Department of Health Ex Officio.

Election of Officers: It was **moved and seconded** Paur will be Chair, Melby will be Secretary, and Tupa will be Treasurer; Tupa will also be added as a signer on the checking account to sign the monthly management checks. (Massen/Breen/carried) [Roll: Tupa (y); Massen (y); Breen (y); Koponen (y); Melby (y)] [Paur absent]

Minutes: It was **moved and seconded** to approve the April 11, 2017 minutes. (Tupa/Breen/carried) [Paur absent]

Financial Report: The report was through twenty-three months of the 2-year budget cycle. The Board reviewed the report. It was **moved and seconded** to accept the financial report as presented and to have the final report of the biennium forwarded to the Board when available. (Tupa/Massen/carried) [Paur absent]

2017-2019 Proposed Budget:

It was **moved and seconded** to approved the proposed budget with the following changes: Interest Income revenue lowered to \$300; Office Supplies expense raised to \$2400; Printing of forms lowered to \$100. (Breen/Massen/carried) [Roll: Tupa (y); Massen (y); Breen (y); Koponen (y); Melby (y)] [Paur absent]

APT, Inc. Contract: Legal counsel will work with Paur and Rebecca Pollert of the State Procurement Office to try get the procurement procedure completed as soon as possible.

NEW BUSINESS

Application for Specialist License for Cytotechnologist:

Jarah Gilstad- Breen and legal counsel will gather more information from the applicant to see why licensure is being sought.

Tracy Hight - Breen and legal counsel will gather more information from the applicant to see why licensure is being sought.

Board Member Terms:

Tupa is concerned about the Governor's interpretation of the Board's law regarding expiration of terms. The Board members will try to find candidates for open positions as soon as possible.

Request for Exemption of Test/Method:

Alere i Influenza A & B- The Board office will contact Altru Health to see if they still want to pursue the requests. A committee of Melby, Massen, and Breen will review the request and consider if the PCR methodology should be added to the exempt list. A copy of the request will be forwarded to Shelly Heilman of the Department of Health for her consideration as well.

Alere i Strep A- The Board office will contact Altru Health to see if they still want to pursue the requests. A committee of Melby, Massen, and Breen will review the request and consider if the PCR methodology should be added to the exempt list. A copy of the request will be forwarded to Shelly Heilman of the Department of Health for her consideration as well.

Board Appointments:

One consumer position is open for appointment. The Board will forward any possible names to the Board office or directly to the Governor's office for consideration.

Next Meeting Date:

October 10, 2017 10:00 am Board Office, 2900 E. Broadway Ave., Bismarck, ND

ADJOURN

Meeting adjourned at 11:55 AM.

Respectfully submitted,

Ruth Paur, Board Chair

Sherry Melby, Board Secretary