

**ND BOARD OF CLINICAL LABORATORY PRACTICE**  
**May 15, 2023**  
**Special Meeting**  
**NDBCLP Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND**  
**Minutes**

**Call to Order:** The Board Chair, Jim Breen, called the special meeting to order at 2:00 PM. The Board met by remote means.

**Present:** Board Members: Jim Breen- Chair; Tom Tupa; Daniel Sivak; Christie Massen; Sherry Melby; Dwight Barth; Dr. Mark Koponen.  
Others: Nikki Owings, Board Office; Matt Menge, Legal Counsel.

**Application for Provisional Permit:**

**Rachel Kokett (MT)** - It was **moved and seconded** to grant the provisional permit and flag her file to check for any new infractions if she applies for licensure.  
(Breen/Barth/unanimous) [Roll call: Tupa (y); Sivak (y); Massen (y); Melby (y); Barth (y); Koponen (y); Breen (y)]

**Request for Extension of Provisional Permit:**

**Haylea Kern** - It was **moved and seconded** to grant the second extension of provisional permit for one year. (Massen/Tupa/unanimous) [Roll call: Tupa (y); Sivak (y); Massen (y); Melby (y); Barth (y); Koponen (y); Breen (y)]

**Complaint #2023-01:**

The Board office was directed to seek further information from the complainant. Once this information is received, a copy of the entire complaint will be forwarded to the licensee for her opportunity to respond to the allegations.

**Participating Addendum Amendment for Management Services:**

It was **moved and seconded** to approve the amendment of the monthly management fee to \$3,339.00 per month effective July 1, 2023. (Tupa/Breen/unanimous) [Roll call: Tupa (y); Sivak (y); Massen (y); Melby (y); Barth (y); Koponen (y); Breen (y)]

**Adjourn:**

Meeting adjourned at 2:36 PM.

Respectfully submitted,

Jim Breen, Board Chair

Sherry Melby, Board Secretary