

**North Dakota State Board of Respiratory Care
March 12, 2020
Special Meeting- Conference Call
NDSBRC Office, 2900 E. Broadway Ave., Ste. 2, Bismarck, ND
Minutes**

Call to Order:

The meeting was called to order at 9:00 AM.

Present:

Board Members – Abby Erickson; Robyn Urlacher; Barbara Andrist; Ron Frisk.
Others – Nikki Owings, Board Office; Allyson Hicks, Legal Counsel.

Absent:

Dr. Karol Kremens; Jody Vogel; Amy Hinger.

Minutes:

A **motion was made** to approve the meeting minutes of February 24, 2020.
(Andrist/Urlacher/carried) [Roll call vote: Andrist (y); Frisk (y); Urlacher (y); Erickson (y)]
[Kremens; Vogel; Hinger absent]

Participating Addendum for Vendor Selection:

Erickson is working with State Procurement Office and will have a request for proposal draft for the Board to review soon.

Application for Initial Licensure:

Stephen Peters - The Board entered into executive session as per NDCC 12-60-24 (1) (c) at 9:12 AM with Board members and legal counsel present. Executive session ended at 9:15 AM.

A **motion was made** to send letter to Peters requesting an explanation. (Urlacher/Frisk/carried)
[Roll call vote: Andrist (y); Frisk (y); Urlacher (y); Erickson (y)] [Kremens; Vogel; Hinger absent]

Website Development Update:

Owings is working with Albertson Consulting on the database and online forms.

The Board decided it will require the licensees selected for the continuing education audit and those that submit a late renewal application to upload continuing education verification with the on-line license renewal application. Licensees not being audited will simply attest to having completed the required continuing education hours on the online application.

Adjourn:

Meeting adjourned at 9:23 AM.

Respectfully submitted,

**Abby Erickson,
Chair**

**Nikki Owings,
Assistant Secretary**