



NORTH DAKOTA STATE BOARD OF CHIROPRACTIC EXAMINERS

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Executive Director Report: 4th Quarter 2018

Meetings Held:

October 24th – Conference Call
December 12th – Conference Call

Other:

- October 30th: All board members/staff attended Office of Attorney General's Board Orientation and Training Seminar in Bismarck

Formal/Informal Disciplinary Actions Taken:

No Actions taken.

Licensure/Certification:

- There were 10 licenses issued in this quarter: Ala Lysyk Smith; Caleb Schoonover; Marshal Pederson; William Tickel; Brooke Breuer; Kelsey Zorn; Mandi Miedema; Myles Brooks; Tory Huey; Tammy Tickel
- There were 5 CCCA Certification issued.

Treasurer Approved Checks Over \$500.00:

IRS - \$2,175.00
Lisa Blanchard - \$2,479.50; \$2,479.50; \$2,479.50
Attorney General's Office - \$2,120.15; \$768.51
Becky Perry-Domres - \$1,162.50
Paul Ellenbecker - \$918.90
Mark Mosser - \$900.00
Michael Remmick - \$855.10
Kent Yohe - \$837.60
Steven Pederson - \$732.96
Dion Ficek - \$728.60
Eric Froehling - \$637.46

Other Financial:

- See attached reports.
- A correction was made to the Office Equipment Expense category. I inadvertently assigned a few of the purchases to the Office Equipment Asset account instead of the Expense account. This error was found while working on 2019 budget. All corrections have been made and the attached reports are accurate.
- The 2018 Fees chart totals will not match the financial reports. This is due to how the bills are paid during a calendar year – the December 2017 bills are paid in January 2018. The fees chart is accurate to the 2018 fees for each month, not when they were paid.

Other Noteworthy Items:

- Ms. Allyson Hicks with the AG's office has been assigned to our board to replace Mr. Erickson.
- The Board appointment was not made by September 1st. Dr. Ficek remained on the Board per the Century Code until the appointment is official.
- The November Conference Call was cancelled and the December date was rescheduled for a week earlier. The call was 90-minutes.

- Completed the Level 1 Online Procurement re-certification for the update levels. Previous levels required Level 2 certification, will consider in the future, but not required with the new spending level limits.
- Board Members/staff completed the CJIS Online training as required for the Criminal History Record Checks.