



# NORTH DAKOTA STATE BOARD OF CHIROPRACTIC EXAMINERS

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## Executive Director Report: 3<sup>rd</sup> Quarter 2019

### Meetings Held:

- July 10<sup>th</sup> – Board Meeting
- July 24<sup>th</sup> – Special Meeting/Conference Call
- September 20<sup>th</sup> – Board Meeting & New Doctor Seminar

### Disciplinary Actions:

- Dr. Hengel Borud (Conditional Dismissal)
- Dr. Sauer (Conditional Dismissal)
- Dr. Isaak

### Licensure/Certification:

- 6 chiropractic licenses issued in this quarter: Whitney Sundheim Robers; Gregory Mongeon; Brook McFarlin; Matthew Wilson; Philip DeGreef; Rudolph Garza
- 8 CCCA Certifications issued.
- See the attached 2019 Chiropractor License Renewal Report.
  - Chiropractor license renewal occurs in the 3<sup>rd</sup> quarter annually.
  - It is the busiest time of the year for the office.
  - Overall, it went smoothly.
  - 2 courtesy mass email reminders were sent to those that had not completed renewal at the time the notices were sent.

### Financial:

- See separate financial reports for review and approval.
- Brady Martz completed the 2017/2018 Audit. Board reviewed recommendations and adopted policies to comply with the recommendations in the Management report at the September 20, 2019 board meeting.

### Other Items:

- CJIS/FBI Audit occurred on September 17, 2019.
- The Board received an Open Records/Open Meetings Law complaint. At the time of this report, the Attorney General's opinion has not been issued.
- Record disposal project, in coordination with the state and agency record retention schedules, has begun and is close to completion. Will be completed by the end of 2019 as required. This is an ongoing annual task, however, as this is the initial disposal it is a larger project than future disposals will be. Permanent records were delivered to the State Archives on September 19, 2019.
- I used 1.5 vacation days in July.
- Our Website/License Management System Account Manager notified me that she would be leaving Albertson's in mid-September. A new account manager has been assigned.
- At the time of this report, the Governor's office has not made the appointment(s) due as of September 1, 2019. Dr. Froehling remains on the board until an appointment is made.
  - Mass email sent to all CCCA's on August 2, 2019 providing them with the info on the board position available to them and the link for the Governor's online application.