



Board of Podiatric Medicine

335 Randolph Ave., Suite 210 • St. Paul, MN 55102
Phone: (651) 201-2736 • Email: podiatric.medicine@state.mn.us
mn.gov/boards/podiatric-medicine/

**MINUTES OF THE MEETING HELD ON
Monday, March 7, 2022**

Board Members Present: Stephen Powless, DPM; Nicole Bauerly, DPM; Kimberly Bobbitt, DPM; Ryan Peterson, Jackie Pham, DPM, Naomi Schmid, DPM, Judy Swanholm

Staff Present: Paul Bakken, Ruth Grendahl, Han Anderson, AAG

Guests Present: Marit Sivertson

Quorum: Board President Dr. Powless called the meeting to order at approximately 5:30 PM and declared a quorum present.

Adopt Agenda: Upon a motion made and seconded to adopt the proposed agenda without amendment, the Board took a roll call vote and approved this motion unanimously.

Delegation and rescission of authority for Executive Director: The Board discussed the need to delegate licensing authority to the Executive Director to ensure day-to-day operations of the Board. Upon a motion made and seconded to delegate certain licensing authorities to the newly hired Executive Director, Paul Bakken, the Board took a roll call vote and approved this motion unanimously. A copy of the full motion is attached to these Minutes. The Board decided to postpone consideration of rescinding such authority from the Executive Director Emeritus, Ruth Grendahl, until such time as the staff transition is complete.

Adopt Code of Ethics Policy (MMB HR/LR Policy #1445, issued 11/30/2021): Upon a motion made and seconded to adopt the MMB HR/LR Policy #1445 as the Ethics Policy of the Minnesota Board of Podiatric Medicine, the Board took a roll call vote and approved this motion unanimously. A copy of the full motion and Policy is attached to these Minutes.

Election of President: President Powless announced his retirement from the position of Board President. The Board thanked Dr. Powless for his excellent leadership and service to the Board over 25 years. Upon a motion made and seconded to elect Kimberly Bobbitt as President of the Board, the Board took a roll call vote and approved this motion unanimously. The position of Board President will be up for reconsideration in 2023.

Election of Board Secretary-Treasurer: Informational only, no Board action taken. The position of Board Secretary-Treasurer will be up for reconsideration in 2023.

2022 Meeting Schedule: Informational only, no Board action taken. The remaining scheduled Board meetings for 2022 are June 20, September 12, and December 5.

Approval of Meeting Minutes: Upon a motion made and seconded to approve the Minutes of the September 13, 2021 regular Board meeting, the Board took a roll call vote and approved this motion unanimously.

Licensing Report: DPM – Dr. Mark Graeber, Dr. Lindsey, Hjelm, Dr. Bradley Olson (reinstatement)

Temporary Permits – Dr. Jake Eisenschin, (Ascension St. John Hospital) Dr. Shailer Martin II (Gundersen Medical)

Orthotist – Kari Brunsting, Maxwell Goodmanson

Prosthetist – Sharon Kelly

Prosthetist Orthotist – Rebecca Born, Christopher Burtman, Alyssa Haus, Cori Hook, Jenna Neugebauer

Fitter – Bryan Green, David Kinsley, Jr.

Prosthetist Assistant – Hannah Bies

Upon a motion made and seconded to accept and approve the licensure report, the Board took a roll call vote and approved this motion unanimously.

OPPAC Renewal Report: 69 Prosthetist Orthotist, 20 Prosthetist, 69 Orthotist, 33 Pedorthist, 4 Orthotist Assistant, 5 Fitters, 4 Prosthetist Assistant

CME Committee Report: There were no items for action at this meeting

Fiscal/Budget Report: The Board reviewed budget revenues and expenditures reports, as well as other financial reports generated by the Administrative Services Unit (ASU) and Board, per the 2005 OLA Financial Audit recommendation stating that Board members should be provided detailed, monthly revenue and expenditure accounting transactions report for their review and approval during regularly scheduled Board meetings. No concerns were raised about the monthly revenue and expenditure accounting transactions. Upon a motion made and seconded to accept and approve the financial reports, the Board took a roll call vote and approved this motion unanimously.

MSOP proration of fees after Nov. 1 – policy update: Staff made the recommendation, that similar to other Boards, new licenses granted close to the renewal date be automatically renewed and not pro-rated. Upon a motion made and seconded that new licenses granted after November 1 of a renewal year not be pro-rated but automatically have an effective expiration date of the next cycle, the Board took a roll call vote and approved this motion unanimously.

Non-renewal of license for not complying with 180 deferred finger printing: The Peacetime Emergency Executive Order 20-23 authorized the health-related licensing boards to defer submission of a full set of fingerprints for completion of the FBI portion of the Criminal Background Check (CBC) reports and allowed licensing upon receipt of just the state BCA report, issued with only name and date of birth. The BCA requirement is that within a 180 days of their Name/DOB request they needed to complete the fingerprinting process. The CBC unit

notified the Board of those not in compliance. Staff reported that was a condition on which a license was issued and will be unable to renew a licensee not in compliance.

Renewal issue: Renewal applicant received a CME extension, but then did not comply with on demand online course maximum requirements for CME completed after the peacetime emergency ended. Referred to CRC for resolution.

Fiscal Notes – HF3099 and HF3403: Executive Director Bakken reported to the Board regarding the completion of fiscal notes relating to two pending pieces of legislation, HF3099 and HF3403. Executive Director Emeritus Grendahl updated the Board on the details of HF3099. Upon a motion made and seconded that the Board takes a neutral position on HF3099, provided that it is not amended from its originally submitted form, the Board took a roll call vote and approved this motion unanimously. Executive Director Bakken updated the Board on the details of HF3403. The Board took no official action regarding HF3403, but requested updates on the bill's progress from the Executive Director.

Other Business: Staff reported that a renewal applicant fee was returned for non-sufficient funds

Adjournment: Upon a motion made and seconded to adjourn the Board meeting, the Board took a roll call vote and approved this motion unanimously. Meeting adjourned at 6:30 PM.

MINNESOTA BOARD OF PODIATRIC MEDICINE

MOTION DELEGATING AUTHORITY TO EXECUTIVE DIRECTOR

RESOLVED, that the Board delegates to **Paul Bakken**, Executive Director, effective **March 7, 2022**, the authority to:

1. function as department head in provision of fiscal and general management functions to the board office, including but not limited to maintaining records and board property, establishing the annual spending plan in accord with the biennial budget, authorizing expenditures in conformity with budget allocations, and accepting and depositing fees provided the executive director reports budget status periodically at scheduled board meetings and at least once per year in June or the meeting scheduled closest to June. The above-named Executive Director is authorized to sign all documents which are reasonable and necessary to effectuate orders, resolutions, policies, and directives for the Board, and all documents reasonable and necessary to proper day to day administration of the Board in effectuating its statutory purposes including, but not limited to, signing contracts, disciplinary orders, rules, documents, and requests for administrative law judges; and
2. issue original licenses, license renewals, license reinstatements, original temporary permits, temporary permit renewals, and duplicate license certificates to those who meet all qualifications, as set forth in Chapter 153 of the Minnesota Statutes and Chapter 6900 of Minnesota Rules, subject to the following limitations: The above named Executive Director shall not have the authority to: (1) grant waivers relating to any licensure requirements in Minn. States Chapter 153 and Minn. Rules Chapter 6900., (2) establish contingencies upon which licensure, permit, renewal, or reinstatement may be granted, or (3) otherwise exercise any discretion as to an applicant's qualifications for original licensure, original temporary permit, license renewal, or license reinstatement. The above-named Executive Director shall report to the Board at each regularly scheduled Board meeting the names and qualifications of all individuals issued original licenses, license reinstatements, original temporary permits, temporary permit renewals, and the number of individuals issued license renewals since the previous Board meeting; and
3. receive applications for licensure to satisfy requirements per Minn. Rule 6900.0020; and
4. receive complaints about the practice of licensees for investigation by the Complaint Review Committee and make inquiries of complainants, licensees, and other organizations to obtain information to assist the committee in their investigations; and
5. function as the responsible authority pursuant to Minn. Stat. Section 13.05 of the Government Data Practices Act for purposes of collecting, maintaining, and distributing data of the board, including but not limited to protecting and releasing data, signing subpoenas, notices of conference, and other legal documents.

This delegation shall be in effect as long as the above-named Executive Director holds the position or until rescinded by the Board, but shall not be extended to any successor Executive Director without affirmative vote of the Board.

March 7, 2022

Date



Kimberly Bobbitt, DPM, Board President

March 7, 2022

Date



Jackie Pham, DPM, Board Secretary-Treasurer

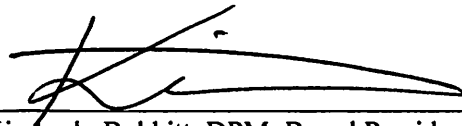
MINNESOTA BOARD OF PODIATRIC MEDICINE

MOTION TO ADOPT ETHICS POLICY

RESOLVED, that the Board hereby adopts MMB HR/LR Policy #1445 Code of Ethical Conduct, issued 11/30/2021, as the code of ethics for the Minnesota Board of Podiatric Medicine.

March 7, 2022

Date



Kimberly Bobbitt, DPM, Board President

March 7, 2022

Date



Jackie Pham, DPM, Board Secretary-Treasurer