



Board of Podiatric Medicine
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MINUTES OF THE MEETING HELD
Monday, March 3, 2025

Board Members Present: Lois McCray (via Webex); Allison Willkom, DPM (via Webex); Naomi Schmid, DPM (via Webex); Nicole Bauerly (via Webex); Christopher Neese, DPM (via Webex); Kimberly Bobbitt, DPM (via Webex)

Staff Present: Paul Bakken, Executive Director

Guests Present: None

Quorum: Board Secretary-Treasurer McCray called the meeting to order at 5:31 PM and declared a quorum present. Upon a motion made and seconded to appoint Executive Director Bakken as Chair Pro Tempore, the Board took a roll call vote and approved this motion unanimously.

Adopt Agenda: Upon a motion made and seconded to adopt the proposed agenda, the Board took a roll call vote and approved this motion unanimously.

Visitors to be Heard: There were no visitors who wished to address the Board.

HPSP Presentation: Kim Navarre, Program Manager for the Health Professionals Services Program presented an update to the Board on the activity of HPSP in the previous year.

Approval of Meeting Minutes: Upon a motion made and seconded to approve the Minutes of the December 2, 2024 regular Board meeting, the Board took a roll call vote and approved this motion unanimously.

Election of Board President: Upon a motion made and seconded to elect Board Member Kimberly Bobbitt as the Board President, the Board took a roll call vote and approved this motion unanimously.

Election of Board Secretary-Treasurer: Upon a motion made and seconded to elect Board Member Lois McCray as the Board Secretary-Treasurer, the Board took a roll call vote and approved this motion unanimously.

Committee and Representative Appointments: Upon a motion made and seconded to appoint Board Members Kimberly Bobbitt and Allison Willkom to the Complaint Resolution Committee, Board Members Naomi Schmid and Christopher Neese to the Continuing Education Committee, the Board took a roll call vote and approved this motion unanimously. The Board will make an appointment for the Board of Podiatric Medicine representative to the HPSP at the June meeting.

License Status Updates – Board Terminations and Normalization of Records: The Executive Director reported that there were no licenses in order for termination at this meeting and that the normalization of records project is complete.

HPSP Report: The Board currently has no Licensees participating in HPSP. The Board will select a representative to HPSP at the June meeting.

Licensing Report:

Licenses/permits/registrations issued since last Board meeting –

0 DPM –
1 Temporary Permit – Dr. Achmed Dabaja
0 Prosthetist –
0 Orthotist –
2 Prosthetist Orthotist – Leah Karels, Kyle Sherk
0 Pedorthist –
2 Fitter – Stephanie Behrens, Cody Swier
0 Prosthetist Assistant –
0 Orthotist Assistant –
1 Professional Firm – Mullin Podiatry LLC

OPPAC Report: December 2024 was not a renewal year for POPPFA licensees, so there was nothing to report regarding close of cycle. There is a vacancy on the OPPAC, which the Board will continue to address. The next OPPAC meeting will be held March 31, 2025.

CME Committee Report: The CME committee reported that the following CME courses were approved since the last Board meeting:

2024 Ironman World Championship Medical Symposium – October 20-24, 2024 – 8.75 CME
Pain Management and Opioid Safety – VA ILEAD online course – 2 virtual CME
Mayo Clinic Wound Symposium 2025 – February 26-28, 2025 – 22.25 CME

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.

Professional Firms Registration Update: The Executive Director reported that the improvements to the Board's licensing system needed to accommodate a more streamlined process for registering professional firms continues to be delayed. The contract has been approved, but MNIT is still working on a single source certification for the vendor, Lynmark. MNIT has provided no timeline for completion of this step.

CRC Update: The Executive Director reported that there are currently two cases with an ACA or Stipulation and Order under ongoing monitoring, and one case with a pending investigation.

Legislative Update: The Executive Director reported that he testified before both MN Senate and House committees regarding the legislation to adjust the Board's fees. The Executive Director and the HLB Legislative Liaison will continue to monitor the progress of the legislation.

Other Business: The Executive Director noted that former Director Peterson's seat is still vacant, but that the Governor is expected to make an appointment before the next Board meeting in June.

2025 Meeting Schedule: The remaining meetings for this year are June 2, September 8, and December 1.

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 6:33 PM.