

Public Board Meeting Minutes

Friday, October 10, 2025

8:30 am

335 Randolph Avenue, Room 104

St. Paul, MN 55102

and

Open Webex/Teleconference Meeting

Call to Order

President Heidi Donnelly called the meeting to order at 8:30 am.

Board Members Present

Heidi Donnelly, LDA, President

Ashley Johnson, DMD, Vice President

Trina Courtright, DH, ADT, Secretary

Samuel Ankrah, MPA

Peter Cannon, DDS

Linda Gustafson

Rick Nolting, DDS, MS

Mark Roszkowski, DDS

Board Staff Present

Brian Cochran, Assistant Director Licensing and
Credentialing

Kathy Johnson, Legal Analyst

Joyce Nelson, Assistant Director Practitioner
Review

Mary Luecke, Executive Administrative Assistant

Board Members Absent

Hassan Ismail, DDS

Approval of Agenda

The October 10, 2025 Public Board Meeting agenda was unanimously approved.

Review and Approval of Past Meeting Minutes

Minutes from the July 11, 2025 Public Board Meeting was reviewed and unanimously approved.

Election of Officers for 2026

MOTION: Heidi Donnelly made a motion to elect Ashley Johnson as Board President and board members unanimously approved.

VOTE:	For:	8
	Opposed:	0
RESULT:	Motion Passed	

MOTION: Heidi Donnelly made a motion to elect Trina Courtright as Board Vice President and board members unanimously approved.

VOTE:	For:	8
	Opposed:	0
RESULT:	Motion Passed	

MOTION: Heidi Donnelly made a motion to elect Peter Cannon as Board Secretary and board members unanimously approved.

VOTE:	For:	8
	Opposed:	0
RESULT:	Motion Passed	

The following officers were elected:

Ashley Johnson as President
Trina Courtright as Vice-President
Peter Cannon as Board Secretary

Professional Association and Dental Education Reports

- **Minnesota Dental Association (MDA)** – Carmelo Cinqueonce referenced the written report.
- **Minnesota Dental Assistants Association (MnDAA)** – no written report was provided. Wendy Ahles reported MnDAA has updated their Facebook and website. They are working to provide more continuing education opportunities.
- **Minnesota Dental Hygienists' Association (MnDHA)** – Jeanne Anderson referenced the written report.
- **Minnesota Dental Hygiene Educators Association (MDHEA)** – a written report was provided.
- **Minnesota Educators of Dental Assistants (MEDA)** – no written report was provided.
- **Minnesota Dental Therapy Association (MDTA)** – no written report was provided.
- **Minnesota State University, Mankato** – a written report was provided.
- **Metro State University** – a written report was provided.
- **University of Minnesota School of Dentistry** – a written report was provided
- **American Board of Dental Examiners (fka CDCA - WREB – CITA)** – a written report was provided. Brian Cochran and Trina Courtright will be attending the American Board of Dental Examiners Annual Meeting in October 2025.
- **Central Region Dental Testing Service** – Brian Cochran referenced the written report.

Manager's Financial Report

A written report was provided.

Board Staff Reports

Licensing Report

Brian Cochran referenced the written report.

Practitioner Review Committee Reports

Joyce Nelson referenced the written report.

Board Committee Reports

- ***Executive Committee*** – no report
- ***Sedation Committee*** – Mark Roszkowski referenced the written report.
- ***Allied Dental Committee*** – no report
- ***Policy Committee*** – no report
- ***Professional Development and Jurisprudence Committee*** – Heidi Donnelly referenced the written report. She highlighted CE Broker information.
- ***Licensure and Credentials Committee*** – Rick Nolting referenced the written report and discussed information regarding the Occupational English Test (OET). The OET testing organization approached the Board seeking approval for their test. The Board discussed consideration of the OET in addition to the Test of English as a Foreign Language (TOEFL). TOEFL is a general English test and the OET would target dental scenarios. Brian Cochran and the Committee researched other states utilizing the OET.

MOTION: Rick Nolting, on behalf of the Licensure and Credentials Committee, made a motion that the Board accept the Occupational English Test (OET) as a substitute (alternative) to the Test of English as a Foreign Language (TOEFL) with the following required minimum scores in each of the four test categories:

Listening: 360

Essay (Writing): 350

Reading: 370

Speaking: 350

In-person examinations at Prometric testing sites are the only acceptable option for the first year. Discussion regarding online test options will be reviewed during the first year at which point the Committee will return to the full Board with recommendations. Peter Cannon second.

VOTE:

For:

7 (Ankrah, Cannon, Courtright, Donnelly, Johnson, Nolting, Roszkowski)

RESULT: Opposed: 0
 Abstained: 1 (Gustafson)
 Motion Passed

- **HPSP** – Samuel Ankrah referenced the written report.
- **Clinical Licensure Exam Committee** – no report

Presentations

Health Professionals Services Program (HPSP) – HPSP Program Director Kimberly Navarre provided an overview of the Health Professional Services Program (HPSP). She provided information regarding functions, services, and statistics. HPSP is a Minnesota health related licensing boards program which provides monitoring services to health professionals with illnesses that may impact their ability to practice.

Interventions for Distressed and Disruptive Clinicians – PBI Education Senior Education Manager Kasey Cleary and Vice President Leia Leiser presented regarding *Ungovernable and Difficult Clinicians: Improving Regulatory Impact*. PBI's mission is to "safeguard the public by providing clinicians and educators preventative education and personalized remedial interventions that reduce lapses in professionalism, thereby improving competence and performance". Kasey Cleary shared remedial education provider tips for working with licensees who are disruptive or difficult regarding complaints, investigations, and discipline. She discussed concepts for more productive conversations with challenging behaviors along with PBI resources to provide support.

Unfinished Business

None

New Business

a. License for Ratification

Trina Courtright made a motion to approve the licenses for ratification and licenses for reinstatement requests. Linda Gustafson second.

VOTE: For: 8
 Opposed: 0
RESULT: Motion passed

b. Travel Authorizations

AADB Mid-Year Meeting April 2026 Chicago, IL (Anderson)

Trina Courtright made a motion to approve the travel authorizations. Rick Nolting second.

VOTE:	For:	8
	Opposed:	0
RESULT:	Motion passed	

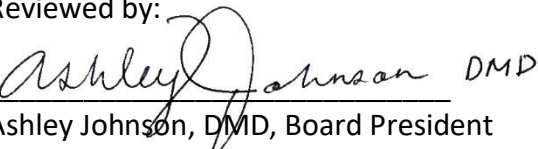
Announcements

The Secretary of State Office will be accepting applications for one dentist member and one dental assistant member opening in November. Hassan Ismail and Heidi Donnelly have both completed two consecutive terms are not eligible for reappointment.

Adjourn

The Board agreed unanimously to adjourn at 10:05 am.

Reviewed by:


Ashley Johnson, DMD, Board President

January 9, 2026

Date