

July 18, 2025 - 8:30 a.m. – **Application Review Committee – Big Stone Conference Room (Room 119)** – Meeting will be conducted in person and electronically according to the requirements of Minn. Stat. 13D.015.

July 18, 2025 - 9:30 a.m. – **Board Meeting – Big Stone Conference Room (Room 119)** – Meeting will be conducted in person and electronically according to the requirements of Minn. Stat. 13D.015.

**Remote Meeting Access:** Members of the public wishing to join the 9:30 a.m. Board meeting using video and audio: <https://minnesota.webex.com/minnesota/j.php?MTID=m4b5e8f0e3049e0a30a43c5e2e9bfa030>

Meeting number: 2487 754 5086 / Password: mWeWNNbS452

Join by phone: 1-855-282-6330 United States Toll Free / Access code: 2487 754 5086

**Please turn off your camera and mute your speaker/telephone upon entry to the meeting.**

### **Proposed Regular Board Meeting Agenda – July 18, 2025**

1. Call to Order
2. Consider and approve Proposed Agenda
3. Introductions / Roll Call
4. Consent Agenda: (**ACTION ITEM – All items will be considered for approval in one motion**)
  - a. Minutes – May 16, 2025 Board Meeting
  - b. Financial Reports (as of July 1 2025; FY2026 initial budget report)
  - c. Application and Licensure Reports (May and June 2025)
5. Executive Director's Report
  - a. MFT National Exam Report (April and May 2025)
  - b. HPSP Reports (May and June 2025)
    - i. June Referral Report (No referrals or discharges May 2025; no discharges June 2025)
    - ii. June Case Allocation Report – as of 06 30 2025
    - iii. Program Committee Minutes – May 13 2025
6. Variances – **ACTION ITEM**
  - a. V-2025-10: Request to take the AMFTRB National Examination in MFT for a 7<sup>th</sup> time ([Minn. Rule 5300.0240, subp. 7](#))
  - b. V-2025-11: Request to accept AMFTRB National Examination in MFT scores as obtaining a passing score ([Minn. Rule 5300.0240, subp. 6](#))
  - c. V-2025-12: Request for Board-approved supervisor status prior to meeting rule requirements ([Minn. Rule 5300.0160, subp. 2.B.](#))
  - d. V-2025-13: Request to count hours logged more than six months before filing of initial application ([Minn. Rule 5300.0155, subp. 2.](#))
  - e. V-2025-14: Request for LMFT application to remain open beyond six months to complete application requirements ([Minn. Rule 5300.0200, subp. 2a.](#))
7. Board Committee Appointments -
  - a. Executive
  - b. Application Review
  - c. Complaint Review Panel
  - d. Continuing Education Review
  - e. Rules (Review/Implementation)
  - f. State Examination Review – Work Group
  - g. MFT National Examination Test Prep Pilot Program – Work Group
8. Public Comment
9. Other Items / Announcements
10. Adjournment

**m MINNESOTA**  
**BOARD OF MARRIAGE**  
**AND FAMILY THERAPY**

**Minutes of the Regular Board Meeting**  
**May 16, 2025**

**MEMBERS PRESENT:**

Adam Arnold, Secretary  
Chilah Brown  
Anna Clavin  
Shonda Craft, Chair  
Jessie Everts  
Katy Graves  
Thad Shunkwiler, Vice Chair

**STAFF PRESENT:**

Jennifer Mohlenhoff

**1. CALL TO ORDER**

Chair Shonda Craft called the meeting to order at 9:30 a.m., conducted in person and electronically pursuant to Minn. Stat. 13D.015.

**2. CONSIDER AND APPROVE PROPOSED AGENDA**

The agenda was approved as presented, on a motion by Jessie Everts and seconded by Katy Graves. The motion passed (6-0) on a voice vote. (Board member Anna Clavin absent).

**3. INTRODUCTIONS / ROLL CALL**

Board member roll call and introductions were made.

**4. CONSENT AGENDA**

- A. MARCH 21, 2025, BOARD MEETING MINUTES
- B. FINANCIAL REPORTS (AS OF MAY 1, 2025) (BUDGET/REVENUE/VENDOR PAYMENT)
- C. MARCH AND APRIL 2025 APPLICATION AND LICENSURE REPORTS (See Attachment A.)

Katy Graves made a motion to approve the Consent Agenda items. Adam Arnold seconded the motion. The motion passed (7-0) on a roll call vote. Board member Anna Clavin joined the meeting at this time and was present for vote.

## 5. EXECUTIVE REPORT

Members reviewed the Executive Director's Report as presented by ED Mohlenhoff.

- a. MN National Exam Report (March and April 2025) – Jennifer reported that the April exam report has not been received yet but will be included with the July Board meeting materials.
- b. HPSP Monthly Reports / HSP Program Committee Minutes (May 2025) – Jennifer reported that the May 2025 HPSP Program Committee Minutes have not been received yet but will be included with the July Board meeting materials.
- c. 2025 Legislative Session Update - Jennifer reported that budget targets for the various committees, including the HHS and HFP committees in the House and Senate, were just agreed upon on May 15<sup>th</sup>, and Conference Committees will now begin their work. Some omnibus funding bills may be concluded by Monday, May 19 – when the session must end. A special session will most likely be called in June to complete any budget bills not passed by May 19<sup>th</sup>, but a state shutdown now seems much less likely.
- d. Rule Revision Update - Jennifer reported that the first required request for comment was published in the May 12, 2025 State Register, and comments will be accepted through July 18, 2025. After that, the 2<sup>nd</sup> required request for comment will be published.
- e. Saint Mary's University – May 17, 2025, presentation Jennifer reported that she and Jessie Everts will present to the incoming MFT cohort regarding MN LMFT licensing requirements.
- f. July 2025 Board Meeting – Jennifer reported that the meeting remains scheduled for July 18, 2025. Jennifer will be absent with meeting run by the Board chair.
- g. BMFT Staffing- Jennifer reported that June 1<sup>st</sup> Governor's implementation of the physical return to offices at least 50% of the time will not cause much change to BMFT staffing. Jennifer reported that Nancy O'Brien will be retiring in September 2025 and the hiring process will begin in the summer with the Executive Committee assisting her in that process.
- h. Jennifer provided an update on the work of the MFT National Exam test prep pilot program work group. The work group has completed the program application and determined eligible applicants. Draft contracts have been provided to the 2 entities selected by the Board to provide the test prep services. Information will go out to eligible applicants re: applying for the scholarship program in the summer with applicants selected to receive the scholarships by late summer/early fall 2025.

## 6. VARIANCES

- a. V-2025-08: Seeking approval to take the MFT State Exam prior to meeting licensure requirements (Minn. Rule 5300.0180, subp. B) Jessie Everts made a motion to deny the request. Anna Clavin seconded the motion.  
Roll call vote: Yes: 6 (Chilah Brown, Thad Shunkwiler, Adam Arnold, Jessie Everts, Anna Clavin; Shonda Craft); No – 1 (Katy Graves). The motion passed. Variance denied.
- b. V-2025-09: Seeking approval for an extension of time to complete LMFT licensure (Minn. Rule 5300.0155, subp. 3 & Minn. Rule 5300.0175) Jessie Everts made a motion to approve the request. Katy Graves seconded the motion.  
Roll call vote: Yes: 7; No 0. The motion passed. Variance approved.

## **7. DELEGATIONS OF AUTHORITY – REVIEW AND AUTHORIZATION**

- a. Executive Director Delegation of Authority
- b. Board Committees, Officers and Members Delegation of Authority

Adam Arnold made a motion to approve both delegation documents (Attachment B). Jessie Everts seconded the motion.

Roll call vote: Yes: 7; No: 0. The motion passed.

## **8. BOARD ELECTIONS**

- a. Chair / Vice Chair / Secretary-Treasurer – Jessie Everts made a motion to nominate Shonda Craft (Chair), Thad Shunkwiler (Vice Chair), and Adam Arnold (Secretary). Katy Graves seconded the motion.  
Roll call vote: Yes: 7; No: 0. The motion passed.
- b. HPSP Program Committee Representative and Alternate – Jessie Everts made a motion to nominate Jennifer Mohlenhoff (Delegate) and Chilah Brown (Alternate). Katy Graves seconded the motion.  
Roll call vote: Yes: 7; No: 0. The motion passed.
- c. AMFTRB Annual Meeting Delegate and Alternate – Jessie Everts made a motion to nominate Chilah Brown as Delegate and Anna Clavin as Alternate. Adam Arnold seconded the motion.  
Roll call vote: Yes: 7; No: 0. The motion passed.

## **9. UNIVERSITY OF MINNESOTA DOCTORAL PROGRAM**

- a. Application and Supervision Issues – Review (Tabled in March 2025) Tabled again until September 2025 for further discussion when both Jennifer Mohlenhoff and representative of the UMN doctoral program will be present.

## **10. EXECUTIVE COMMITTEE REPORT**

2024 Executive Director Performance Review – Shonda Craft and Thad Shunkwiler presented a brief review of the 2024 Executive Director Performance Review and a copy of the review was provided to Board members.

## **11. PUBLIC COMMENT**

Public comment from an LAMFT thanking the Board for consideration of her variance and asking how she would learn more about possibly taking the MFT state exam electronically. Jennifer Mohlenhoff directed the LAMFT to contact her by email and she can provide additional information.

## **12. OTHER ITEMS/ANNOUNCEMENTS**

No other items or announcements.

**13. EXECUTIVE SESSION - State Jurisprudence Exam – Review and approval of final proposed MFT State Jurisprudence exams**

**Discussion of exam implementation – (MN MFT State Exam Work Group - Arnold/Craft)** – The Board moved into closed Executive Session at 10:45 a.m. to discuss confidential exam data. Following review and discussion, the Board agreed upon an implementation plan to test the new exam questions and format prior to implementing the exam with current LMFT license applicants and agreed that all members will participate in scoring training for the new exam prior to implementation. Jessie Everts made a motion to approve the three draft exams with Exam #3, Question #7 being corrected to incorporate a missing question. The missing question was identified and read to Board members prior to the vote to approve the exams. Chilah Brown seconded to motion.

Roll call vote: Yes: 6; No: 0. The motion passed. Prior to vote, Katy Graves left the meeting at 11:40 a.m.

**14. ADJOURNMENT**

Chair Shonda Craft made a motion to adjourn the meeting. Anna Clavin seconded the motion. The motion passed (6-0) on a voice vote.

Chair Shonda Craft adjourned the meeting at 11:56 a.m.

I hereby attest that these minutes were read and approved by the Board of Marriage and Family Therapy on July 18, 2025.

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Adam Arnold, Board Secretary

## **ATTACHMENT A**

### **APPLICATION REVIEW COMMITTEE REPORT:**

The Application Review Committee met on March 21, and April 25, 2025

- Final Applications for LMFT Licensure approved: 26
- Initial Applications (Non-COAMFTE or COAMFTE requiring Committee review) approved: 22
- Initial Applications (COAMFTE) approved by Board staff per delegated authority:
- Applications approved for LMFT licensure by Reciprocity: 1
- English Language Learner Special Arrangement Request: 2
- Guest License Applications: 2

### **LMFT Licenses Issued:**

#### **March 11, 2025:**

**11 applicants sat for the LMFT State exam. Upon successful completion, licenses were issued to the following:**

1. Carey, Michelle
2. Dunham, Kristy
3. Hasbargen, Jill
4. Johnson, Jenna
5. Kreitlow, Amber
6. Marks, Rebecca
7. Raisanen, Julia
8. Snell, Carin
9. Vigil, Payton
10. Walz, Nathan

#### **March 20, 2025:**

**Four (4) applicants sat for the LMFT State exam. Upon successful completion, licenses were issued to the following:**

1. Hisel, Kathrine
2. Kim, Sung Hee
3. Olson, Hans

#### **April 8, 2025:**

**11 applicants sat for the LMFT State exam. Upon successful completion, licenses were issued to the following:**

- |                     |                      |
|---------------------|----------------------|
| 1. Andrews, Remi    | 6. Soley, Angela     |
| 2. Gakuo, Mureithi  | 7. Walter, Emily     |
| 3. Hagen, Julia     | 8. Wersal, Jamie     |
| 4. Miller, Jennifer | 9. Williamson, April |
| 5. Noel, Lauren     |                      |

**April 24, 2025:**

**Five (5) applicants sat for the LMFT State exam. Upon successful completion, licenses were issued to the following:**

1. Banther, Melissa
2. Braun, John
3. Comer, Leila
4. Dini, Zam Zam
5. Mitchell, MarLee

**LAMFT Licenses Issued (March and April 2025):**

1. Andrade, Elizabeth
2. Becker, Mikenna
3. Cook, Adam
4. Deglman, Veronica
5. Delgado, Kathrynne
6. Garbers, Andrew
7. Gosa, Mackenzie
8. Grygiel, Stephanie
9. Hammer, Elizabeth
10. Horn, Jamie
11. Johnson, Emma
12. Jorgensen, Julia
13. Matheson, Rebecca
14. Murphy, Laura
15. Rech, Abigail
16. Sunne, Tesni
17. Waldron, Samantha
18. Ward, Andretta

**Attachment B**



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St. Paul, MN 55102  
Main Telephone: 612-617-2220  
[mft.board@state.mn.us](mailto:mft.board@state.mn.us)  
[mn.gov/boards/marriage-and-family](http://mn.gov/boards/marriage-and-family)

To: MFT Board

From: Jennifer Mohlenhoff, Executive Director

Date: May 16, 2025

**DELEGATION OF AUTHORITY – APPROVED BY BOARD 05/16/2025**

The Minnesota Board of Marriage and Family Therapy (hereinafter “the Board”) affirms these delegations of authority to its Executive Director, a position currently held by Jennifer Mohlenhoff since September 29, 2010, with such delegations remaining effective until such time as rescinded or altered by formal action of the Board:

1) Function as appointing authority pursuant to MS 43A.02 subd. 5 in provision of human resource management to the Board, including but not limited to:

- Hiring and evaluating staff, granting contract and performance-based salary adjustments, granting leave and administering other provisions of collective bargaining agreements, hearing grievances, and terminating any temporary staff;
- Authority shall not extend to termination of permanent staff except upon approval of the Board nor shall it extend to any changes in salary for the executive director;

2) Function as executive leader in provision of fiscal and general management services to the Board including, but not limited to:

- maintaining financial records;
- maintain board property,
- establishing and monitoring the annual spending plan in accord with the biennial budget,
- authorizing all expenditures in conformity with budget allocations, accepting and depositing fees and other revenue, provided the executive director reports budget status periodically at scheduled board meetings;

3) Approve license applications as authorized:

A.) Application for National Examination in MFT, the initial application filing for LMFT licensure, when applicant’s qualifying degree was earned from a COAMFTE-accredited program,

application includes no legal or ethical disclosure, and application is found to satisfy all statutory and rule requirements;

B.) Application for LAMFT Licensure, when an approved applicant’s passage of the AMFTRB National Examination in MFT has been documented, application includes no legal or ethical disclosure, and application is found to satisfy all statutory and rule requirements;



C.) Application for Guest Licensure, when application includes no legal or ethical disclosure, and application is found to satisfy all statutory and rule requirements; and

D.) Applications for LMFT and LAMFT license reinstatement after period of license expiration, when application includes no legal or ethical disclosure and application is found to satisfy all statutory and rule requirements.

4) Approve applications for continuing education when finding such applications meet Minnesota Rule 5300.0320 requirements and are the same or similar to applications previously and/or routinely approved by the Board's Continuing Education Committee;

5) Accept complaint filings about the practice of licensees or applicants for investigation by the Complaint Review Panel and make inquiries of complainants, licensees and other relevant entities to obtain information to assist the Complaint Review Panel in its investigations and reviews;

6) Function as the responsible authority pursuant to MS 13.05 for purposes of collecting, maintaining, distributing and destroying data of the board;

7) Serve as designated signatory for all board documents, including but not limited to subpoenas, notices of conference, interagency agreement, purchasing contracts, lease agreements and other legal documents;

8) Approve and implement a civil penalty payment plan at such time as the Board has imposed a civil penalty upon a licensee or applicant;

9) Authority to revoke or suspend a license administratively as required by Minn. Stat. 270C.72 and Minn. Stat. 518A.66;

10) Authorize the issuance of the LAMFT license and renewal of such license for any applicant who meets requirements for LAMFT licensure, renewal or reinstatement, as set forth in Minn. Stat. 148B and Minn. Rule 5300.

11) Authorize the issuance of an LMFT license upon completion of all requirements for licensure, including passage of state licensure exam, or upon license renewal for any applicant who meets requirements for LMFT licensure, renewal or reinstatement as set forth in Minn. Stat. 148B and Minn. Rule 5300.

The Executive Director shall report to the Board at each regularly scheduled Board meeting the names and dates of licensure for all new or reinstated licensee.

12) Serve as the Board's primary public spokesperson in matters involving the MN Legislature, including providing testimony on both financial and policy measures impacting Board activity, and primary spokesperson in responding to media inquiries.

13) Exercise any necessary powers not specifically named in this document on behalf of the Board when required by an unanticipated event or emergency until such time as the Board can convene to take necessary required action including the amendment of this document to grant the Executive Director new delegation of authority.



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[mn.gov/boards/marriage-and-family](http://mn.gov/boards/marriage-and-family)

To: MFT Board

From: Jennifer Mohlenhoff, Executive Director

Date: May 16, 2025

**DELEGATION OF AUTHORITY – BOARD COMMITTEES, OFFICERS AND MEMBERS –  
APPROVED BY BOARD 05/16/2025**

The Board of Marriage and Family Therapy (hereinafter “the Board”) affirms and endorses the following standards for carrying out identified actions:

- 1) Calling special meetings of the Board --Requires decision of the Board chair or one other officer of the Board;
- 2) Appointing or terminating the Executive Director – Requires majority vote of the Board;
- 3) Evaluating the performance of and approving any changes in salary or other discretionary benefits for the Executive Director— Requires approval of the Executive Committee;
- 4) Approving the Board’s biennial budget proposal to the MN Legislature, if the proposal would require that the Board levy additional or increased fees - Requires majority vote of the Board;
- 5) Approving an applicant or licensee variance request, filed in accordance with Minn. Rule 5300.0340, seeking relief from specified rule requirement – Requires majority vote of the Board;
- 6) Approving initial applications and applications for licensure which fall outside the delegated authority of the Executive Director, in accordance with Minnesota Statutes 148B and Minnesota Rule 5300 – Requires approval of two or more members of the Application Review Committee;
- 7) Approving English Language Learner Special Arrangements Request for additional national examination testing time – Requires approval of two or more members of the Application Review Committee;
- 8) Dismissing complaints filed with the Board following review and consideration by the Complaint Review Panel – Requires approval of the Complaint Review Panel with concurrence of Assistant Attorney General as authorized in Minn. Stat. 214.103;
- 9) Entering into an Agreement for Corrective Action with a licensee, or applicant under the jurisdiction of

the Board - Requires approval of the Complaint Review Panel with concurrence of Assistant Attorney General as authorized in Minn. Stat. 214.103;

10) Taking disciplinary action against a licensee or applicant under the jurisdiction of the Board - Requires majority vote of the Board upon review of a proposed stipulation and consent order offered by the Complaint Review Panel as authorized in Minn. Stat. 214.103;

11) Temporary suspension of a license pursuant to Minn. Stat. 148B.37 or Minn. Stat. 214.077 – Requires approval of the Complaint Review Panel;

12) Approving changes in content of the state MFT jurisprudence examination - Requires review and majority vote of the Board;

13) Approving issuance of the LMFT license upon satisfactory completion of the state jurisprudence exam – Requires agreement of two or more members of assigned state exam scoring panel;

14) Approving new education or training programs as satisfying the education requirements found in Minn. Rule 5300.0160, necessary to obtain LMFT Board-approved supervisor status – Requires approval of two or more members of the Continuing Education Review Committee;

15) Approving changes in Board rules - Requires review and majority vote of the Board upon recommendation of the Rules Committee; and

16) Approving authorized applicants to participate in MFT National Examination Test Preparation Program – Requires review and approval of two or more Board members assigned to select program participants.

Note: A majority vote of the Board means a majority of the voting members present for the vote which shall be at least 4 Board members as required for a quorum.

Selection Criteria: Budget Period - 2026, Fund - 1000 to 6000, DeptID - H7M00000 to H7MZZZZZ, AppropID - H7M0000 to H7MZZZZ

Break On: Budget Period, Fund, DeptID, AppropID

<b>Budget Period:</b>	<b>2026</b>	<b>Fund:</b>	<b>1201</b>	<b>DeptID:</b>	<b>H7M30000</b>	<b>AppropID:</b>	<b>H7M1111</b>
			Health Related Boards		Marriage & Family Therapy Boar		Marriage & Family Therapy Oper

<b>Remaining Payroll Projection</b>	<b>Full-Time (41000):</b>	<b>\$335,742.90</b>	<b>Part-Time (41030):</b>	<b>\$0.00</b>	<b>Total:</b>	<b>\$335,742.90</b>
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Account Class and Description	Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
41000 Full Time - Salary	345,000.00	0.00	345,000.00	0.00	0.00	345,000.00
41070 Other Employee Cost	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00
41100 Space Rental And Utilities	30,000.00	0.00	0.00	0.00	30,000.00	30,000.00
41110 Printing And Advertising	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
41130 Prof-Tech Serv-Outside Vend	12,000.00	0.00	0.00	0.00	12,000.00	12,000.00
41155 Communications	2,500.00	0.00	0.00	0.00	2,500.00	2,500.00
41160 Trav-Sub-InState-Border Comm	2,500.00	0.00	0.00	0.00	2,500.00	2,500.00
41170 Trav/Sub-OutOfState-BorderComm	10,000.00	0.00	0.00	0.00	10,000.00	10,000.00
41180 Employee Development	2,000.00	0.00	0.00	0.00	2,000.00	2,000.00
41190 State Agcy-Prov Prof-Tech Serv	7,000.00	0.00	0.00	0.00	7,000.00	7,000.00
41196 Rate-Based MNIT Services	14,000.00	0.00	0.00	0.00	14,000.00	14,000.00
41197 Agency-Specific MNIT Services	13,000.00	0.00	0.00	0.00	13,000.00	13,000.00
41300 Supplies	4,000.00	0.00	0.00	0.00	4,000.00	4,000.00
41400 Equipment	5,000.00	0.00	0.00	0.00	5,000.00	5,000.00
41500 Repairs To Equip and Furn	1,000.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>Total</b>	<b>457,000.00</b>	<b>0.00</b>	<b>352,000.00</b>	<b>0.00</b>	<b>105,000.00</b>	<b>457,000.00</b>

Selection Criteria: Budget Period - 2026, Fund - 1000 to 6000, DeptID - H7M00000 to H7MZZZZZ, AppropID - H7M0000 to H7MZZZZZ

Break On: Budget Period, Fund, DeptID, AppropID

<b>Budget Period:</b>	<b>2026</b>	<b>Fund:</b>	<b>2000</b>	<b>DeptID:</b>	<b>H7M30000</b>	<b>AppropID:</b>	<b>H7M9210</b>
			Restrict Misc Special Revenue		Marriage & Family Therapy Boar		Criminal Background Check Rec

<b>Remaining Payroll Projection</b>	<b>Full-Time (41000):</b>	<b>\$0.00</b>	<b>Part-Time (41030):</b>	<b>\$0.00</b>	<b>Total:</b>	<b>\$0.00</b>
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Account Class and Description	Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
41190 State Agcy-Prov Prof-Tech Serv	7,000.00	0.00	0.00	0.00	7,000.00	7,000.00
<b>Total</b>	<b>7,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>7,000.00</b>
<b>Report Total</b>	<b>464,000.00</b>	<b>0.00</b>	<b>352,000.00</b>	<b>0.00</b>	<b>112,000.00</b>	<b>464,000.00</b>

Selection Criteria: Budget Period - 2025, Fund - 1000 to 6000, DeptID - H7M00000 to H7MZZZZZ, AppropID - H7M0000 to H7MZZZZZ

Break On: Budget Period, Fund, DeptID, AppropID

<b>Budget Period:</b>	<b>2025</b>	<b>Fund:</b>	<b>1201</b>	<b>DeptID:</b>	<b>H7M30000</b>	<b>AppropID:</b>	<b>H7M1111</b>
			Health Related Boards		Marriage & Family Therapy Boar		Marriage & Family Therapy Oper

<b>Remaining Payroll Projection</b>	<b>Full-Time (41000):</b>	<b>\$11,759.34</b>	<b>Part-Time (41030):</b>	<b>\$0.00</b>	<b>Total:</b>	<b>\$11,759.34</b>
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Account Class and Description	Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
41000 Full Time - Salary	334,000.00	0.00	12,359.16	321,640.84	0.00	12,359.16
41050 Overtime and Premium Pay	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
41070 Other Employee Cost	10,000.00	0.00	2,019.00	7,981.00	0.00	2,019.00
41100 Space Rental And Utilities	30,000.00	0.00	2,409.57	26,306.85	1,283.58	3,693.15
41110 Printing And Advertising	4,000.00	0.00	3,694.90	863.35	-558.25	3,136.65
41130 Prof-Tech Serv-Outside Vend	15,000.00	0.00	9,450.00	750.00	4,800.00	14,250.00
41150 Computer and System Services	0.00	0.00	0.00	15.80	-15.80	-15.80
41155 Communications	4,000.00	0.00	388.25	2,861.75	750.00	1,138.25
41160 Trav-Sub-InState-Border Comm	5,000.00	0.00	3,319.14	1,080.86	600.00	3,919.14
41170 Trav/Sub-OutOfState-BorderComm	13,000.00	0.00	9,146.23	3,273.69	580.08	9,726.31
41180 Employee Development	1,000.00	0.00	600.00	0.00	400.00	1,000.00
41190 State Agcy-Prov Prof-Tech Serv	11,000.00	0.00	681.00	5,819.00	4,500.00	5,181.00
41196 Rate-Based MNIT Services	13,000.00	0.00	0.00	6,557.46	6,442.54	6,442.54
41197 Agency-Specific MNIT Services	13,000.00	0.00	38.65	11,268.88	1,692.47	1,731.12
41300 Supplies	4,000.00	0.00	658.18	1,262.24	2,079.58	2,737.76
41400 Equipment	5,000.00	0.00	822.05	1,464.15	2,713.80	3,535.85
41500 Repairs To Equip and Furn	1,000.00	0.00	4.80	283.73	711.47	716.27
43000 Other Operating Costs	41,900.00	0.00	6,104.62	10,037.81	25,757.57	31,862.19
<b>Total</b>	<b>506,900.00</b>	<b>0.00</b>	<b>53,695.55</b>	<b>401,467.41</b>	<b>51,737.04</b>	<b>105,432.59</b>

Selection Criteria: Budget Period - 2025, Fund - 1000 to 6000, DeptID - H7M00000 to H7MZZZZZ, AppropID - H7M0000 to H7MZZZZ

Break On: Budget Period, Fund, DeptID, AppropID

<b>Budget Period:</b>	<b>2025</b>	<b>Fund:</b>	<b>1201</b>	<b>DeptID:</b>	<b>H7M30000</b>	<b>AppropID:</b>	<b>H7M1113</b>
			Health Related Boards		Marriage & Family Therapy Boar		Guest License

<b>Remaining Payroll Projection</b>	<b>Full-Time (41000):</b>	<b>\$0.00</b>	<b>Part-Time (41030):</b>	<b>\$0.00</b>	<b>Total:</b>	<b>\$0.00</b>
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Account Class and Description	Current Budget	Pre- Encumbered	Encumbered/ Committed	Expended	Unobligated	Unexpended
41196 Rate-Based MNIT Services	0.00	0.00	0.00	0.00	0.00	0.00
41197 Agency-Specific MNIT Services	0.00	0.00	5,454.89	11,554.26	-17,009.15	-11,554.26
43000 Other Operating Costs	18,000.00	0.00	0.00	0.00	18,000.00	18,000.00
<b>Total</b>	<b>18,000.00</b>	<b>0.00</b>	<b>5,454.89</b>	<b>11,554.26</b>	<b>990.85</b>	<b>6,445.74</b>

Selection Criteria: Budget Period - 2025, Fund - 1000 to 6000, DeptID - H7M00000 to H7MZZZZZ, AppropID - H7M0000 to H7MZZZZ

Break On: Budget Period, Fund, DeptID, AppropID

<b>Budget Period:</b>	<b>2025</b>	<b>Fund:</b>	<b>2000</b>	<b>DeptID:</b>	<b>H7M30000</b>	<b>AppropID:</b>	<b>H7M9210</b>
			Restrict Misc Special Revenue		Marriage & Family Therapy Boar		Criminal Background Check Rec

<b>Remaining Payroll Projection</b>	<b>Full-Time (41000):</b>	<b>\$0.00</b>	<b>Part-Time (41030):</b>	<b>\$0.00</b>	<b>Total:</b>	<b>\$0.00</b>
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Account Class and Description	Current Budget	Pre-Encumbered	Encumbered/Committed	Expended	Unobligated	Unexpended
41190 State Agcy-Prov Prof-Tech Serv	8,000.00	0.00	2,052.25	5,447.75	500.00	2,552.25
<b>Total</b>	<b>8,000.00</b>	<b>0.00</b>	<b>2,052.25</b>	<b>5,447.75</b>	<b>500.00</b>	<b>2,552.25</b>
<b>Report Total</b>	<b>532,900.00</b>	<b>0.00</b>	<b>61,202.69</b>	<b>418,469.42</b>	<b>53,227.89</b>	<b>114,430.58</b>



**Budget Year** 2025

Sum of Amount			Years	Posted Dt												Grand Total
Fund	Approp	Account De: Account	2024	2025												
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
1201	H7M1000	Duplicate 634516	80.00	90.00	10.00	40.00	70.00	60.00	140.00	40.00	80.00	80.00	60.00	20.00	770.00	
		H7M Prof 608258		700.00	100.00	200.00	200.00	2,500.00	2,300.00	1,000.00	300.00	800.00	300.00	700.00	9,100.00	
		LAMFT La 634572	600.00												900.00	
		Licensed / 634514	2,800.00	100.00				1,000.00	6,200.00	900.00	100.00			7,500.00	18,600.00	
		M-FT - Lic 634513	750.00	450.00	750.00	525.00	675.00	825.00	900.00	525.00	525.00	825.00	300.00	675.00	7,725.00	
		M-FT: Ap; 634502	440.00	440.00	440.00	220.00	1,100.00	440.00	440.00	220.00	1,100.00	880.00	440.00	6,160.00		
		M-FT: Ap; 634501	880.00	1,320.00	990.00	1,100.00	1,100.00	990.00	990.00	1,430.00	1,100.00	1,540.00	1,210.00	13,750.00		
		M-FT: Ap; 634500	550.00	770.00	1,540.00	1,870.00	2,090.00	1,540.00	2,310.00	2,750.00	1,650.00	550.00	1,210.00	660.00	17,490.00	
		M-FT: Cor 634506	3,480.00	3,000.00	1,740.00	2,520.00	2,640.00	1,440.00	3,120.00	3,000.00	3,000.00	3,420.00	3,540.00	2,460.00	33,360.00	
		M-FT: Lab 634507	60.00	60.00	60.00	180.00		120.00			60.00		60.00	120.00	720.00	
		M-FT: Pro 634505	915.00	930.00	495.00	265.00	275.00	1,410.00	1,760.00	1,045.00	1,560.00	1,165.00	1,975.00	1,035.00	12,830.00	
		H7M Prof 608259	25.00	25.00	25.00	25.00	125.00	1,125.00	1,600.00	500.00	100.00	100.00	25.00	75.00	3,750.00	
		Bd of M - 634510		150.00	150.00			150.00	150.00	900.00	150.00	150.00	150.00		1,950.00	
		M-FT: Anr 634503			425.00		143,850.00	344,575.00	29,925.00	1,400.00	175.00	175.00	350.00		520,875.00	
		M-FT Dup 634508				25.00	25.00				50.00				100.00	
		M-FT - Err 634512					350.00	1,050.00	350.00	175.00					1,925.00	
		LMFT Late 634504							8,100.00	200.00					8,300.00	
		Credit Car 553094														
		H7M - Gu 634521														
			H7M1000 Total		10,580.00	8,035.00	6,725.00	6,970.00	152,500.00	357,335.00	58,285.00	13,675.00	10,050.00	9,615.00	10,690.00	15,045.00
2000	H7M9210	H7M Crirr 634520	232.75	332.50	565.25	598.50	798.00	631.75	864.50	1,064.00	720.25	391.50	618.00	322.50	7,139.50	
	H7M9210 Total		232.75	332.50	565.25	598.50	798.00	631.75	864.50	1,064.00	720.25	391.50	618.00	322.50	7,139.50	

**m MINNESOTA**  
**BOARD OF MARRIAGE  
AND FAMILY THERAPY**

335 Randolph Avenue, Suite 260  
St. Paul, MN 55102  
Main Telephone: 612-617-2220  
Hearing/Speech Relay: 1-800-627-3529  
[mft.board@state.mn.us](mailto:mft.board@state.mn.us)  
[mn.gov/boards/marriage-and-family](http://mn.gov/boards/marriage-and-family)

FY 2024 Monthly Budget Report Data (July 1, 2024 – June 30, 2025)  
July 18, 2025 Board Meeting

**FY 2025 Expenditures**

Type	Budgeted Amount	Date Paid Through	% Fiscal Year	Amount Spent	% of Budgeted Amount
Direct Expenditures	\$506,900	7/1/2025	100%	\$401,467.41	79.2%
Dedicated Appropriation (Guest Lic.)	\$18,000	7/1/2025	100%	\$11,554.26	64%
Encumbered Direct Obligations	\$53,695.55	7/1/2025	100%	\$0	10.6%
Unobligated Direct Funds	\$51,737.04	7/1/2025	100%	\$0	10.2%
Indirect – AGO	\$90,000	6/1/2025	92%	\$49,545.70	55%
Indirect – HPSP	\$10,000	7/1/2025	100%	\$6,086.79	61%
Indirect – ASU/SmART	\$25,500	7/1/2025	100%	\$21,526.94	84%
Indirect – CBCPO	\$7,500	7/1/2025	100%	\$5,887.75	74%
Total: Indirect	\$133,000			<b>\$83,047.18</b>	79%
Total: Direct & Indirect				<b>\$496,068.85</b>	

**FY 2025 Revenues**

Type	Budgeted Amount	Date Collected Through	% Fiscal Year	Amount Collected	% Collected
Revenues	\$630,000	7/1/2025	100%	\$659,505.00	105%
<b>FY 2025 Revenues – Expenditures = \$163,436.15</b>					

# MFT Expenses Paid

Vendor Id	Vendor Name	Line Desc	Post Dt	Account Desc	Amount
G020000000	ADMINISTRATION DEPT	Expense Distribution	09/03/24	St Pd Insurance - Workers Comp	181.00
G020000000	ADMINISTRATION DEPT	41515 State Register Publicati	06/05/25	Advertising	135.00
G020000000	ADMINISTRATION DEPT	FY25 Central Mail	09/21/24	Postal Mailing-Shipping Ser	78.93
G020000000	ADMINISTRATION DEPT	FY25 Central Mail	10/10/24	Postal Mailing-Shipping Ser	117.36
G020000000	ADMINISTRATION DEPT	FY25 Postage	11/15/24	Postal Mailing-Shipping Ser	49.82
G020000000	ADMINISTRATION DEPT	FY25 Central Mail	12/11/24	Postal Mailing-Shipping Ser	56.45
G020000000	ADMINISTRATION DEPT	FY25 Central Mail	01/02/25	Postal Mailing-Shipping Ser	608.87
G020000000	ADMINISTRATION DEPT	FY25 Central Mail	02/20/25	Postal Mailing-Shipping Ser	1,181.93
G020000000	ADMINISTRATION DEPT	FY25 Central Mail	03/10/25	Postal Mailing-Shipping Ser	519.00
G020000000	ADMINISTRATION DEPT	FY25 Central Mail	04/01/25	Postal Mailing-Shipping Ser	93.04
G020000000	ADMINISTRATION DEPT	FY25 Central Mail	04/30/25	Postal Mailing-Shipping Ser	79.14
G020000000	ADMINISTRATION DEPT	FY25 Central Mail	06/09/25	Postal Mailing-Shipping Ser	77.21
G020000000	ADMINISTRATION DEPT	FY25 Risk Insurance	10/03/24	Bonds And Insurance	586.00
G9K0000000	ADMINISTRATIVE HEARINGS	FY25 LEGAL SERVICES	09/04/24	Legal Services Admin Hearings	270.00
G9K0000000	ADMINISTRATIVE HEARINGS	FY25 LEGAL SERVICES	10/19/24	Legal Services Admin Hearings	594.00
G9K0000000	ADMINISTRATIVE HEARINGS	FY25 LEGAL SERVICES	10/19/24	Legal Services Admin Hearings	486.00
G9K0000000	ADMINISTRATIVE HEARINGS	FY25 LEGAL SERVICES	10/30/24	Legal Services Admin Hearings	162.00
G9K0000000	ADMINISTRATIVE HEARINGS	FY25 LEGAL SERVICES	12/03/24	Legal Services Admin Hearings	1,389.00
G9K0000000	ADMINISTRATIVE HEARINGS	FY25 LEGAL SERVICES	12/16/24	Legal Services Admin Hearings	2,783.00
G9K0000000	ADMINISTRATIVE HEARINGS	FY25 LEGAL SERVICES	02/24/25	Legal Services Admin Hearings	135.00
0000246259	ALLEGRA PRINT & IMAGING S	39288 State Seals	10/21/24	Supplies, Materials, And Parts	439.50
0000910838	ARNOLD ADAM	per diem	08/20/24	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	pER diEM	09/10/24	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	Per Diem	09/30/24	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	Per Diem	10/03/24	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	10/07/24	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	10/29/24	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	10/31/24	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	12/05/24	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	Per Diem	12/09/24	Board/Council Member Comp	75.00

# MFT Expenses Paid

0000910838	ARNOLD ADAM	per diem	01/07/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	refund	02/03/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	Per Diem	02/05/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	02/26/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	02/28/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	02/28/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	03/17/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	Per Diem	03/31/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	Per Diem	04/02/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	04/29/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	05/06/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	05/06/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	06/06/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	per diem	06/20/25	Board/Council Member Comp	75.00
0000910838	ARNOLD ADAM	FY25 Mileage	08/16/24	Private Auto Mileage In State	12.06
0000910838	ARNOLD ADAM	FY25 Mileage	10/03/24	Private Auto Mileage In State	12.06
0000910838	ARNOLD ADAM	FY25 Mileage	11/28/24	Private Auto Mileage In State	12.06
0000910838	ARNOLD ADAM	FY25 Mileage	01/23/25	Private Auto Mileage In State	12.60
0000910838	ARNOLD ADAM	FY25 Mileage	03/31/25	Private Auto Mileage In State	12.60
0000910838	ARNOLD ADAM	FY25 Mileage	06/05/25	Private Auto Mileage In State	12.60
0000212870	ASSOC MARITAL & FAMILY	FY25 Memberships Dept.	02/04/25	Departmental Memberships	500.00
0001007584	BROWN CHILAH	per diem	08/20/24	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	Per Diem	08/21/24	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	per diem	10/07/24	Board/Council Member Comp	225.00
0001007584	BROWN CHILAH	per diem	10/07/24	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	Per diem	10/29/24	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	per diem	10/31/24	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	per diem	12/05/24	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	Per Diem	12/09/24	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	per diem	12/23/24	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	per diem	01/16/25	Board/Council Member Comp	75.00

# MFT Expenses Paid

0001007584	BROWN CHILAH	Per Diem	02/05/25	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	per diem	02/26/25	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	Per Diem	04/02/25	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	per diem	05/06/25	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	per diem	06/06/25	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	Per Diem	06/06/25	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	per diem	06/20/25	Board/Council Member Comp	75.00
0001007584	BROWN CHILAH	FY25 Meals w/o Lodging	10/03/24	Meal W/O Overnight Lodge I/S	61.10
0001007584	BROWN CHILAH	FY25 Mileage	03/31/25	Private Auto Mileage In State	28.00
0000195734	CANON USA INC L	MULTIFUNCTION DEVICE-RENTAL:	08/20/24	Equipment Rental	20.22
0000195734	CANON USA INC L	MULTIFUNCTION DEVICE-RENTAL:	09/11/24	Equipment Rental	77.48
0000195734	CANON USA INC L	MULTIFUNCTION DEVICE-RENTAL:	10/02/24	Equipment Rental	26.39
0000195734	CANON USA INC L	MULTIFUNCTION DEVICE-RENTAL:	10/29/24	Equipment Rental	82.00
0000195734	CANON USA INC L	MULTIFUNCTION DEVICE-RENTAL:	12/03/24	Equipment Rental	16.65
0000195734	CANON USA INC L	FY25 Marriage Device Rental	01/02/25	Equipment Rental	29.72
0000195734	CANON USA INC L	FY25 Marriage Device Rental	02/27/25	Equipment Rental	52.79
0000195734	CANON USA INC L	FY25 Marriage Device Rental	05/07/25	Equipment Rental	120.88
0000195734	CANON USA INC L	FY25 Marriage Device Rental	06/20/25	Equipment Rental	51.48
0000195734	CANON USA INC L	Repair/Maint Serv: Maint plans	08/20/24	Repair To Equip And Furniture	21.91
0000195734	CANON USA INC L	Repair/Maint Serv: Maint plans	09/11/24	Repair To Equip And Furniture	35.80
0000195734	CANON USA INC L	Repair/Maint Serv: Maint plans	10/02/24	Repair To Equip And Furniture	8.47
0000195734	CANON USA INC L	Repair/Maint Serv: Maint plans	10/29/24	Repair To Equip And Furniture	45.00
0000195734	CANON USA INC L	Repair/Maint Serv: Maint plans	12/03/24	Repair To Equip And Furniture	10.34
0000195734	CANON USA INC L	FY25 Marriage Repair/Maint Ser	01/02/25	Repair To Equip And Furniture	20.80
0000195734	CANON USA INC L	FY25 Marriage Repair/Maint Ser	02/27/25	Repair To Equip And Furniture	36.68
0000195734	CANON USA INC L	FY25 Marriage Repair/Maint Ser	05/07/25	Repair To Equip And Furniture	71.95
0000195734	CANON USA INC L	FY25 Marriage Repair/Maint Ser	06/20/25	Repair To Equip And Furniture	32.78
0001005625	CLAVIN ANNA	per diem	09/30/24	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	092024 Mtger Diem	10/03/24	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	per diem	10/31/24	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	per diem	12/05/24	Board/Council Member Comp	75.00

# MFT Expenses Paid

0001005625	CLAVIN ANNA	Per Diem	12/11/24	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	per diem	12/23/24	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	per diem	01/07/25	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	per diem	01/16/25	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	Per Diem	02/05/25	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	per diem	02/26/25	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	per diem	02/28/25	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	Per Diem	03/28/25	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	Per Diem	03/31/25	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	Per Diem	04/02/25	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	per diem	05/06/25	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	Per diem	06/06/25	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	Per Diem	06/06/25	Board/Council Member Comp	75.00
0001005625	CLAVIN ANNA	FY25 Mileage	10/03/24	Private Auto Mileage In State	112.56
0000197043	CLEAR	FY25 Memberships Dept.	04/24/25	Departmental Memberships	260.00
0000828742	CRAFT SHONDA M	FY25 Mileage	08/16/24	Private Auto Mileage In State	15.42
0000828742	CRAFT SHONDA M	FY25 Mileage	10/03/24	Private Auto Mileage In State	15.42
0000828742	CRAFT SHONDA M	FY25 Mileage	01/23/25	Private Auto Mileage In State	16.10
0000828742	CRAFT SHONDA M	FY25 Mileage	03/28/25	Private Auto Mileage In State	16.10
0000828742	CRAFT SHONDA M	FY25 Mileage	06/05/25	Private Auto Mileage In State	16.10
0000936513	EVERBRIDGE	Mass Notification Messaging Se	05/08/25	On-Line Subscriptions/Sys Fees	15.80
0001016512	EVERTS JESSIE	per diem	08/20/24	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	Per Diem	09/10/24	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	Per Diem	10/03/24	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	per diem	10/07/24	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	per diem	10/31/24	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	per diem	12/05/24	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	Per Diem	12/11/24	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	per diem	12/23/24	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	per diem	01/16/25	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	Per Diem	02/05/25	Board/Council Member Comp	75.00

# MFT Expenses Paid

0001016512	EVERTS JESSIE	per diem	02/26/25	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	Per Diem	03/28/25	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	per diem	04/02/25	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	Per Diem	04/02/25	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	per diem	05/06/25	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	per diem	06/06/25	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	per diem	06/20/25	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	per diem	06/25/25	Board/Council Member Comp	75.00
0001016512	EVERTS JESSIE	FY25 Mileage	08/16/24	Private Auto Mileage In State	16.08
0001016512	EVERTS JESSIE	FY25 Mileage	10/03/24	Private Auto Mileage In State	16.08
0001016512	EVERTS JESSIE	FY25 Mileage	11/28/24	Private Auto Mileage In State	16.08
0001016512	EVERTS JESSIE	FY25 Mileage	01/23/25	Private Auto Mileage In State	16.08
0001016512	EVERTS JESSIE	FY25 Mileage	03/28/25	Private Auto Mileage In State	16.80
0001016512	EVERTS JESSIE	FY25 Mileage	06/05/25	Private Auto Mileage In State	16.80
0001016512	EVERTS JESSIE	FY25 Mileage	06/06/25	Private Auto Mileage In State	22.40
0000314370	FORMS & SYSTEMS OF MINNESOTA	MFT -- 1,000 sheets Generic Lic	10/19/24	Printing - Non-State Shops	728.35
0000895797	GRAVES KATHRYN A	Per Diem	08/19/24	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	08/20/24	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	09/05/24	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	09/23/24	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	Per Diem	10/03/24	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	10/07/24	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	Per Diem	11/13/24	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	12/05/24	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	Per Diem	12/11/24	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	Per Diem	01/16/25	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	02/26/25	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	03/18/25	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	04/02/25	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	Per Diem	04/02/25	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	04/29/25	Board/Council Member Comp	75.00

# MFT Expenses Paid

0000895797	GRAVES KATHRYN A	per diem	05/06/25	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	06/06/25	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	Per Diem	06/06/25	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	06/18/25	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	per diem	06/20/25	Board/Council Member Comp	75.00
0000895797	GRAVES KATHRYN A	FY25 Mileage	08/16/24	Private Auto Mileage In State	17.42
0000895797	GRAVES KATHRYN A	FY25 Mileage	09/24/24	Private Auto Mileage In State	17.42
0000895797	GRAVES KATHRYN A	FY25 Mileage	01/23/25	Private Auto Mileage In State	18.20
0000895797	GRAVES KATHRYN A	FY25 Mileage	03/28/25	Private Auto Mileage In State	18.20
0000895797	GRAVES KATHRYN A	FY25 Mileage	06/05/25	Private Auto Mileage In State	18.20
0000895797	GRAVES KATHRYN A	FY25 Mileage	11/28/24	Private Auto Mileage Out State	17.42
0001172132	HOPE & INSIGHT LLC	Per Diem	08/19/24	Board/Council Member Comp	75.00
0001172132	HOPE & INSIGHT LLC	per diem	08/20/24	Board/Council Member Comp	75.00
0001172132	HOPE & INSIGHT LLC	Per Diem	09/10/24	Board/Council Member Comp	75.00
0001172132	HOPE & INSIGHT LLC	FY25 Mileage	09/12/24	Private Auto Mileage In State	112.56
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PENCIL,PENCIL HB #2,YL	08/16/24	Supplies, Materials, And Parts	27.05
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	STAPLER,DSKTP,LGHT TCH,BE	08/16/24	Supplies, Materials, And Parts	18.66
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	LABEL,SHIPPING,300/BX,WH	08/30/24	Supplies, Materials, And Parts	72.34
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	FORK,PLSTC,HVYWGT,100/BX	12/11/24	Supplies, Materials, And Parts	5.46
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	KNIFE,PLSTC,HVYWGT,100/BX	12/11/24	Supplies, Materials, And Parts	7.21
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PAPER,20#,LTR,92 BRT	12/11/24	Supplies, Materials, And Parts	52.72
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PEN,GEL,1.0MM,BK	12/11/24	Supplies, Materials, And Parts	32.96
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PLATE,ULTRA,10 1/8,125PK	12/11/24	Supplies, Materials, And Parts	23.02
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PLATE,ULTRALX,67/8",125PK	12/11/24	Supplies, Materials, And Parts	8.32
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	SPOON,TEA,HVYWGT,100/BX	12/11/24	Supplies, Materials, And Parts	5.46
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	TISSUE,FACIAL,BOUTIQ,6/PK	12/11/24	Supplies, Materials, And Parts	15.54
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	COFFEEMAKER,CONE,12C,SS	02/26/25	Supplies, Materials, And Parts	98.52
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	FILTER,COFFEE,100/PK	02/26/25	Supplies, Materials, And Parts	2.38
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PAPER,CERTIF 25SH,GD	02/26/25	Supplies, Materials, And Parts	26.24
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PEN,JETSTEAM RT, 1.0MM,BK	02/26/25	Supplies, Materials, And Parts	24.54
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PEN,JETSTREAM RT FINE,BE	02/26/25	Supplies, Materials, And Parts	24.54



# MFT Expenses Paid

0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	TAPE,CORRECTION 4PK,WE	04/30/25	Supplies, Materials, And Parts	7.58
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	BATTERY,ALKLN,AA, 8PK,BK	05/05/25	Supplies, Materials, And Parts	8.15
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	BATTERY,COPRTP,AAA,10PK	05/05/25	Supplies, Materials, And Parts	10.66
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	LABEL,SHIPPING,300/BX,WH	05/05/25	Supplies, Materials, And Parts	36.24
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PADS,SS,NOTES,4"X4",MIAMI	05/05/25	Supplies, Materials, And Parts	11.23
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PADS,SS,NOTES,4"X6",MIAMI	05/05/25	Supplies, Materials, And Parts	7.79
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PAPER,20#,LTR,92 BRT	05/05/25	Supplies, Materials, And Parts	54.37
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	PENCIL,PENCIL HB #2,YL	05/05/25	Supplies, Materials, And Parts	27.05
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	6645016611877,CLOCK,RADIO	05/23/25	Supplies, Materials, And Parts	79.09
0000295401	INNOVATIVE OFFICE SOLUTIONS LLC	COFFEE,FG,25.9OZ,CLS RST	02/26/25	Food (Not Food Service)	15.60
0000203973	METRO SALES INC BURNSVILLE	37598 Richo Printer Lease	10/19/24	Equipment Rental	152.07
0000203973	METRO SALES INC BURNSVILLE	37598 Richo Printer Lease	01/30/25	Equipment Rental	380.35
0000203973	METRO SALES INC BURNSVILLE	37598 Richo Printer Lease	04/28/25	Equipment Rental	454.12
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	09/09/24	Rate-Based MNIT Services	101.13
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	09/13/24	Rate-Based MNIT Services	919.96
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	10/02/24	Rate-Based MNIT Services	189.66
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	10/07/24	Rate-Based MNIT Services	101.13
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	10/07/24	Rate-Based MNIT Services	681.36
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	10/10/24	Rate-Based MNIT Services	189.66
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	10/23/24	Rate-Based MNIT Services	189.66
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	10/23/24	Rate-Based MNIT Services	101.13
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	12/03/24	Rate-Based MNIT Services	189.66
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	12/09/24	Rate-Based MNIT Services	101.13
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	12/09/24	Rate-Based MNIT Services	909.77
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	12/12/24	Rate-Based MNIT Services	677.36
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	12/26/24	Rate-Based MNIT Services	101.13
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	12/26/24	Rate-Based MNIT Services	189.66
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	02/18/25	Rate-Based MNIT Services	101.13
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	02/18/25	Rate-Based MNIT Services	189.66
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	02/26/25	Rate-Based MNIT Services	49.89
G460000000	MN IT SERVICES	411960 MNIT Services - JV	02/27/25	Rate-Based MNIT Services	51.24

# MFT Expenses Paid

G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	03/06/25	Rate-Based MNIT Services	761.57
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	03/06/25	Rate-Based MNIT Services	761.57
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	09/13/24	Agency-Specific MNIT Services	1,300.00
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	10/02/24	Agency-Specific MNIT Services	179.50
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	12/03/24	Agency-Specific MNIT Services	273.49
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	12/03/24	Agency-Specific MNIT Services	2,207.69
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	12/26/24	Agency-Specific MNIT Services	312.26
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	02/20/25	Agency-Specific MNIT Services	1,582.02
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	02/20/25	Agency-Specific MNIT Services	182.85
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	03/28/25	Agency-Specific MNIT Services	990.74
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	04/02/25	Agency-Specific MNIT Services	981.57
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	04/30/25	Agency-Specific MNIT Services	761.57
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	05/01/25	Agency-Specific MNIT Services	189.66
G460000000	MN IT SERVICES	MNIT @Agency billing	06/12/25	Agency-Specific MNIT Services	990.85
G460000000	MN IT SERVICES	411970 MNIT Services At IT Ser	06/18/25	Agency-Specific MNIT Services	1,316.68
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	03/13/25	Fixed Charges	189.66
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	03/27/25	Fixed Charges	22.13
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	03/28/25	Fixed Charges	-47.67
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	04/24/25	Fixed Charges	101.13
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	05/01/25	Fixed Charges	308.32
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	05/02/25	Fixed Charges	6,796.93
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	06/02/25	Fixed Charges	101.13
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	06/02/25	Fixed Charges	993.98
G460000000	MN IT SERVICES	411960 MNIT Services Voice, Wa	02/26/25	Rate-Based MNIT Services	51.24
G460000000	MN IT SERVICES	411960 MNIT Services - JV	02/27/25	Rate-Based MNIT Services	-51.24
G460000000	MN IT SERVICES	411970 MNIT Guest License deve	03/06/25	Agency-Specific MNIT Services	409.62
G460000000	MN IT SERVICES	411970 MNIT Guest License deve	03/06/25	Agency-Specific MNIT Services	273.08
G460000000	MN IT SERVICES	411970 MNIT Guest License deve	03/28/25	Agency-Specific MNIT Services	5,250.00
G460000000	MN IT SERVICES	411970 MNIT Guest License deve	04/02/25	Agency-Specific MNIT Services	1,210.00
G460000000	MN IT SERVICES	411970 MNIT Guest License deve	04/30/25	Agency-Specific MNIT Services	1,365.40
G460000000	MN IT SERVICES	411970 MNIT Guest License deve	04/30/25	Agency-Specific MNIT Services	990.85

# MFT Expenses Paid

G460000000	MN IT SERVICES	411970 MNIT Guest License deve	05/01/25	Agency-Specific MNIT Services	546.16
G460000000	MN IT SERVICES	MNIT @Agency billing	06/12/25	Agency-Specific MNIT Services	-990.85
G460000000	MN IT SERVICES	411970 MNIT Guest License deve	06/18/25	Agency-Specific MNIT Services	2,500.00
-	Not Available	-	10/04/24	Travel Expense Out Of State	1,209.29
-	Not Available	-	10/04/24	Private Auto Mileage Out State	32.16
-	Not Available	-	09/06/24	Supplies, Materials, And Parts	42.01
-	Not Available	-	06/27/25	Supplies, Materials, And Parts	78.01
0001107460	PROFESSIONAL TESTING	37596 APA PTC EXAM-RELATED SER	11/08/24	Outside Vendor Other Services	250.00
0001107460	PROFESSIONAL TESTING	37596 APA PTC EXAM-RELATED SER	02/20/25	Outside Vendor Other Services	375.00
0001107460	PROFESSIONAL TESTING	37596 APA PTC EXAM-RELATED SER	05/09/25	Outside Vendor Other Services	125.00
P070000000	PUBLIC SAFETY DEPT	FY25 FINGERPRINT BACKGROUND FO	09/09/24	State Agency Other Service	215.25
P070000000	PUBLIC SAFETY DEPT	FY25 FINGERPRINT BACKGROUND FO	10/05/24	State Agency Other Service	598.50
P070000000	PUBLIC SAFETY DEPT	FY25 FINGERPRINT BACKGROUND FO	10/07/24	State Agency Other Service	33.25
P070000000	PUBLIC SAFETY DEPT	FY25 FINGERPRINT BACKGROUND FO	10/08/24	State Agency Other Service	232.75
P070000000	PUBLIC SAFETY DEPT	FY25 FINGERPRINT BACKGROUND FO	10/23/24	State Agency Other Service	598.50
P070000000	PUBLIC SAFETY DEPT	FY25 FINGERPRINT BACKGROUND FO	12/03/24	State Agency Other Service	498.75
P070000000	PUBLIC SAFETY DEPT	FY25 FINGERPRINT BACKGROUND FO	12/26/24	State Agency Other Service	399.00
P070000000	PUBLIC SAFETY DEPT	bg checks	01/22/25	State Agency Other Service	-2,576.00
P070000000	PUBLIC SAFETY DEPT	bg checks	01/22/25	State Agency Other Service	2,576.00
P070000000	PUBLIC SAFETY DEPT	FY25 FINGERPRINT BACKGROUND FO	02/20/25	State Agency Other Service	631.75
P070000000	PUBLIC SAFETY DEPT	FY25 FINGERPRINT BACKGROUND FO	03/12/25	State Agency Other Service	352.00
P070000000	PUBLIC SAFETY DEPT	FY25 FINGERPRINT BACKGROUND FO	03/27/25	State Agency Other Service	928.00
P070000000	PUBLIC SAFETY DEPT	FY25 FINGERPRINT BACKGROUND FO	04/29/25	State Agency Other Service	960.00
0001075266	RANDOLPH SQUARE LLC FKA LEEF SOUTH	FY25 Rent + Storage	07/23/24	Rent - Non State Owned Space	2,343.43
0001075266	RANDOLPH SQUARE LLC FKA LEEF SOUTH	FY25 Rent + Storage	08/21/24	Rent - Non State Owned Space	2,343.43
0001075266	RANDOLPH SQUARE LLC FKA LEEF SOUTH	FY25 Rent + Storage	09/17/24	Rent - Non State Owned Space	2,343.43
0001075266	RANDOLPH SQUARE LLC FKA LEEF SOUTH	FY25 Rent + Storage	10/08/24	Rent - Non State Owned Space	2,409.57
0001075266	RANDOLPH SQUARE LLC FKA LEEF SOUTH	FY25 Rent + Storage	11/13/24	Rent - Non State Owned Space	2,409.57
0001075266	RANDOLPH SQUARE LLC FKA LEEF SOUTH	FY25 Rent + Storage	12/10/24	Rent - Non State Owned Space	2,409.57
0001075266	RANDOLPH SQUARE LLC FKA LEEF SOUTH	FY25 Rent + Storage	01/07/25	Rent - Non State Owned Space	2,409.57
0001075266	RANDOLPH SQUARE LLC FKA LEEF SOUTH	FY25 Rent + Storage	02/06/25	Rent - Non State Owned Space	2,409.57

## MFT Expenses Paid

0001075266	RANDOLPH SQUARE LLC FKA LEEF SOUTH	FY25 Rent + Storage	03/06/25	Rent - Non State Owned Space	2,409.57
0001075266	RANDOLPH SQUARE LLC FKA LEEF SOUTH	FY25 Rent + Storage	04/29/25	Rent - Non State Owned Space	2,409.57
0001075266	RANDOLPH SQUARE LLC FKA LEEF SOUTH	FY25 Rent + Storage	05/12/25	Rent - Non State Owned Space	2,409.57
0000194864	SHRED RIGHT	FY25 Shredding of Confidential	08/29/24	Other Purchased Services	18.85
0000194864	SHRED RIGHT	FY25 Shredding of Confidential	09/21/24	Other Purchased Services	18.85
0000194864	SHRED RIGHT	FY25 Shredding of Confidential	11/02/24	Other Purchased Services	18.85
0000194864	SHRED RIGHT	FY25 Shredding of Confidential	01/02/25	Other Purchased Services	18.85
0000194864	SHRED RIGHT	FY25 Shredding of Confidential	01/10/25	Other Purchased Services	18.85
0000194864	SHRED RIGHT	FY25 Shredding of Confidential	01/10/25	Other Purchased Services	18.85
0000194864	SHRED RIGHT	FY25 Shredding of Confidential	02/25/25	Other Purchased Services	18.85
0000194864	SHRED RIGHT	FY25 Shredding of Confidential	02/25/25	Other Purchased Services	18.85
0000194864	SHRED RIGHT	FY25 Shredding of Confidential	04/24/25	Other Purchased Services	37.70
0000194864	SHRED RIGHT	FY25 Shredding of Confidential	06/06/25	Other Purchased Services	18.85
0000194864	SHRED RIGHT	FY25 Shredding of Confidential	06/25/25	Other Purchased Services	18.85
0000268724	SHUNKWILER THAD M	per diem	08/20/24	Board/Council Member Comp	75.00
0000268724	SHUNKWILER THAD M	per diem	01/07/25	Board/Council Member Comp	75.00
0000268724	SHUNKWILER THAD M	FY25 Parking	10/09/24	Travel Expense - In-State	52.88
0000268724	SHUNKWILER THAD M	FY25 Mileage	08/16/24	Private Auto Mileage In State	115.24
0000268724	SHUNKWILER THAD M	FY25 Mileage	11/28/24	Private Auto Mileage In State	115.24
0000268724	SHUNKWILER THAD M	FY25 Mileage	03/31/25	Private Auto Mileage In State	120.40
0000268724	SHUNKWILER THAD M	FY25 Airfare Reimb	10/09/24	Travel Expense Out Of State	294.95
0000268724	SHUNKWILER THAD M	FY25 Outstate Lodging	10/09/24	Living Expense Out Of State	538.16
0000268724	SHUNKWILER THAD M	FY25 Meals Reimbursement	10/09/24	Meal W/O Overnight Lodge O/S	88.00
0000268724	SHUNKWILER THAD M	FY25 Mileage	10/09/24	Private Auto Mileage Out State	115.24
0000237943	US BANK	AGENT FEE 0067142494352	09/23/24	Travel Expense Out Of State	30.00
0000237943	US BANK	DELTA AIR 0067142494352	09/23/24	Travel Expense Out Of State	384.41
0000237943	US BANK	MARRIOTT WATERFRONT	10/21/24	Travel Expense Out Of State	564.06



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[mft.board@state.mn.us](mailto:mft.board@state.mn.us)  
[mn.gov/boards/marriage-and-family](http://mn.gov/boards/marriage-and-family)

To: MFT Board

From: Jennifer Mohlenhoff, Executive Director

Date: July 18, 2025

### **EXECUTIVE REPORT**

- A. MFT National Exam Score Report – April and May 2025
- B. HPSP Reports –
  - June 2025 Case Referral Report (No referrals – May; no discharges – May/June)
  - June 2025 Case Allocation Report
  - Program Committee Meeting Minutes – May 2025

### Case Totals By Status - Between 6/1/2025 and 6/30/2025

Board	Case Status	Count
<b>Behavioral Health and Therapy</b>	Application	1
	Report Open	2
	<b>Board Total:</b>	<b>3</b>
<b>BELTSS</b>	Application	2
	Non-Jurisdictional- No Apparent Illness	1
	Report Open	2
	<b>Board Total:</b>	<b>5</b>
<b>Dentistry</b>	Application	1
	No Contact	1
	<b>Board Total:</b>	<b>2</b>
<b>EMS</b>	Application	1
	Report Open	1
	<b>Board Total:</b>	<b>2</b>
<b>Marriage &amp; Family Therapy</b>	Report Open	1
	<b>Board Total:</b>	<b>1</b>
<b>Medical Practice</b>	Ineligible Not Monitored- Previously D/C to board	1
	Report Open	1
	<b>Board Total:</b>	<b>2</b>
<b>Nursing</b>	Application	5
	Non-Jurisdictional- Managing Illness	1
	Report Open	19
	<b>Board Total:</b>	<b>25</b>
<b>Occupational Therapy</b>	Report Open	1
	<b>Board Total:</b>	<b>1</b>
<b>Pharmacy</b>	Report Open	1
	<b>Board Total:</b>	<b>1</b>
<b>Social Work</b>	Report Open	3
	<b>Board Total:</b>	<b>3</b>

Case Totals By Status - Between 6/1/2025 and 6/30/2025

	Total:	45
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# Health Professionals Services Program

## Monthly Case Allocation

Report Date: 6/30/2025

Board	Profession	All	Closed	EF Signed	Active	Allocation
Behavioral Health and Therapy						
	** no prof (id = 1)	8	0	0	0	0
	ADC-T	6	1	0	5	5
	LADC	410	3	1	24	25
	Licensed Prof. Clinical Counselor	57	0	2	10	12
	Licensed Professional Counselor	26	0	0	2	2
	<b>Board Total:</b>	<b>507</b>	<b>4</b>	<b>3</b>	<b>41</b>	<b>44</b>
BELTSS						
	** no prof (id = 21)	43	0	0	1	1
	Administrator	24	1	0	0	0
	Licensed Assisted Living Director	31	0	0	7	7
	<b>Board Total:</b>	<b>98</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>8</b>
Chiropractic Examiners						
	Chiropractor	304	0	0	3	3
	<b>Board Total:</b>	<b>304</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>
Dentistry						
	Dental Asst.	380	1	1	5	6
	Dental Hyg.	213	0	0	1	1
	Dental Therapist	5	0	0	0	0
	Dentist	306	2	2	11	13
	Radiologist Registrant	1	0	0	1	1
	<b>Board Total:</b>	<b>905</b>	<b>3</b>	<b>3</b>	<b>18</b>	<b>21</b>
Department of Health						
	** no prof (id = 6)	26	0	0	0	0
	Alternative Medicine Providers	4	0	0	0	0
	Audiologists	1	0	0	0	0
	Hearing Instrument Dispencers	2	0	0	0	0
	Speech/Language Pathologists	10	0	0	0	0
	<b>Board Total:</b>	<b>43</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Dietetics and Nutrition						
	Licensed Dietitian	13	0	0	1	1
	<b>Board Total:</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
EMS						
	** no prof (id = 8)	2	0	0	0	0
	AEMT (Adv. Emerg. Med. Technician)	97	0	0	0	0
	CMPA (Community Paramedic)	1	0	0	0	0
	EMR (Emergency Medical Responder)	80	1	0	2	2
	EMT (Emerg. Med. Technician)	98	1	0	10	10



**m** Health Professionals Services Program  
**Monthly Case Allocation**

Report Date: 6/30/2025

<b>EMS</b>	PARA (Paramedic)	122	0	0	9	9
	<b>Board Total:</b>	<b>400</b>	<b>2</b>	<b>0</b>	<b>21</b>	<b>21</b>
<b>Marriage &amp; Family Therapy</b>						
	** no prof (id = 9)	3	0	0	0	0
	LAMFT	8	0	0	0	0
	LMFT	54	0	0	3	3
	<b>Board Total:</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>3</b>
<b>Medical Practice</b>						
	Acupunct.	11	0	0	0	0
	Athletic Trainer	22	0	0	0	0
	Phys. Asst.	131	1	0	10	10
	Physician	1,545	2	2	57	59
	RCP	154	0	0	2	2
	Resident	69	1	0	2	2
	Traditional Midwife	1	0	0	1	1
	<b>Board Total:</b>	<b>1,933</b>	<b>4</b>	<b>2</b>	<b>72</b>	<b>74</b>
<b>Nursing</b>						
	** no prof (id = 11)	5	0	0	2	2
	Advanced Practice Registered Nurse	4	0	0	2	2
	Certified Nurse Practitioner	15	0	0	10	10
	Licensed Practical Nurse	1,616	4	3	41	44
	Registered Nurse	4,860	17	14	253	267
	<b>Board Total:</b>	<b>6,500</b>	<b>21</b>	<b>17</b>	<b>308</b>	<b>325</b>
<b>Occupational Therapy</b>						
	OT	16	1	0	0	0
	OTA	16	0	1	2	3
	<b>Board Total:</b>	<b>32</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>Office of Mental Health Practice (Social Work)</b>						
	Unlicensed Mental Health Practitioners	5	0	0	0	0
	<b>Board Total:</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Optometry</b>						
	Optometrist	19	0	0	2	2
	<b>Board Total:</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Pharmacy</b>						
	** no prof (id = 15)	2	0	0	0	0
	Intern	16	0	1	2	3
	Pharmacist	290	1	0	13	13

**m** Health Professionals Services Program  
**Monthly Case Allocation**

Report Date: 6/30/2025

Pharmacy	Tech	112	0	0	10	10
	<b>Board Total:</b>	<b>420</b>	<b>1</b>	<b>1</b>	<b>25</b>	<b>26</b>
Physical Therapy						
	** no prof (id = 16)	1	0	0	0	0
	Physical Therapist	148	1	0	5	5
	PT Assistant	54	0	0	1	1
	<b>Board Total:</b>	<b>203</b>	<b>1</b>	<b>0</b>	<b>6</b>	<b>6</b>
Podiatric Medicine						
	Podiatrist	19	0	0	0	0
	<b>Board Total:</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Psychology						
	Behavior Analyst	1	0	0	0	0
	Psychologist	113	0	0	2	2
	<b>Board Total:</b>	<b>114</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>
Social Work						
	** no prof (id = 19)	1	0	0	0	0
	LGSW	91	0	0	8	8
	LICSW	146	0	1	7	8
	LISW	10	0	0	0	0
	LSW	130	0	0	3	3
	<b>Board Total:</b>	<b>378</b>	<b>0</b>	<b>1</b>	<b>18</b>	<b>19</b>
Veterinary Medicine						
	** no prof (id = 20)	1	0	0	0	0
	Veterinarian	91	0	0	1	1
	<b>Board Total:</b>	<b>92</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Total</b>		<b>12,050</b>	<b>38</b>	<b>28</b>	<b>531</b>	<b>559</b>

## PROGRAM COMMITTEE MEETING MINUTES

Date: 05/13/2025

Location: Virtual and In-Person at 335 Randolph in Split Rock Conference Room

Time: 10:00 AM CST

Minutes

- I. **Meeting called to begin at 10:02am by Chair Mary Noble**
- II. **Introductions:**

Board	Name	In Attendance?
Behavioral Health and Therapy	Bharati Acharya	x
Chiropractic Examiners	Mary Noble	x
Dentistry	Samuel Ankrah	x
Dept of Health	Robert Dehler/Daphne Ponds/Debbie Thao	
Dietetics & Nutrition	Susan Estes	x
Long Term Services & Supports	Steve Jobe	x
Marriage & Family Therapy	Jennifer Mohlenhoff	x
Medical Practice	Averi M. Turner	x
Nursing	Tracy Sonterre-Rieger	x
Occupational Therapy	Karoline Pierson	x
Office of Emergency Medical Services	Amber Lage	Tanya Armstrong
Optometry	Britt Heglund	
Pharmacy	James Bialke	Dr. Aaron Patterson
Physical Therapy	Kathy Polhamus	x
Podiatry	Ryan Peterson	
Psychology	Michael Thompson	x
Social Work	Linda Gustafson	x
Veterinary Medicine	Jody Grote	Dr. Pam Johnson

Other Attendees: Kim Navarre (HPSP – Director), Rochelle Perry (Presenter for MNNP – Treat Yourself First Campaign), Rebecca Moscow (Board of Social Work), Beth Korth (Board of Social Work), Caren Gaytko (Board of Nursing), Nichole Williams (HPSP – Case Manager), Pang Yang (HPSP – Case Manager), Johanna Gangl (HPSP – Case Manager), Eldaa Ferraro (HPSP – Case Manager Assistant), Kerry Gibbons (HPSP – Office Manager)

- III. **Review: Minutes from February 18, 2025 meeting (Chair) – Minutes Approved**
- IV. **Review: Proposed agenda (Chair) – Agenda Approved**

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**V. Public comments (Chair) – None**

**VI. Recognition: Kathy Polhamus** – Kathy is finishing up her time with us on the HPSP Program Committee for Physical Therapy. Director, Kim Navarre, presented a certificate signed by Governor Walz, recognizing Kathy’s 13 years of work on the committee.

**VII. Presentation: Treat Yourself First (Rochelle Perry, CNP)**

**Overview:** Founded in 2024 by the Minnesota Medical Association, with support from the Minnesota Department of Health, the Treat Yourself First Coalition is a group of Minnesota-based professional associations working together to end the fear and stigma that many healthcare professionals experience when in need of mental health services and support.

**Mission:** Our mission is to create a supportive, stigma-free environment where healthcare workers can prioritize their well being without fear of judgement.

**Scope of Problem:** Burnout from stress of patient care, combined with stigma of seeking MH Support. Even before the pandemic, 35-54% of nurses and physicians, and 45-60% of medical students and residents reporting symptoms of burnout, according to the National Institutes of Health.

A 2017 study published in *Mayo Clinic Proceedings* found that overall, about 40% of physicians reported reluctance to seek formal medical care for treatment of a medical condition. Advanced Practice Registered Nurses (APRNs) and pharmacists also struggle with concerns about being perceived as weak or unable to handle the stresses of the job.

**Website:** <https://www.treatyourselffirst.org/> Here you can find resources, including a section for HPSP and several other resources for providers. The list is extensive and can be broken down by profession, too. You can also find mission statement, stake holders, statistics on various Healthcare Providers.

There is a page called the Coalition Toolkit Page – this has various flyers, social media posting templates, header JPGs, LinkedIn JPGs, Print-Ready PDFs, etc.

*Discussion followed presentation of note:*

*Question from Dr. Johnson with Veterinary Medicine: Why is veterinary medicine not included? This is a very new resource and there are absolutely points that can be brought up and other professionals that can be engaged. Kim and Rochelle agreed to following up with some parties, including shareholders and the MN Medical Association, to inquire and discuss on this concern.*

**VIII. HPSP Updates, Kim Navarre presenting:**

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## Referral Trends and Caseloads

In April 2024, HPSP received its highest number of referrals since at least 2020. The average caseload per team member is currently in the mid-80s.

## Referral Sources

Third-party reports have increased, likely reflecting the impact of this year's outreach efforts. Notable outreach activities included engagements with medical students at Mayo Clinic, the M Health Fairview system, Minnesota Children's Hospital, the Minnesota Social Services Conference, and the Optometry Association Conference.

The number of self-reports has remained consistent compared to previous periods.

Referrals related to board eligibility and orders have risen this year. Eligibility determinations continue to be the most common type of referral received.

## Diagnosis Trends

The most frequently observed diagnoses among participants include Alcohol Use Disorder, Anxiety, Depression, Post-Traumatic Stress Disorder (PTSD), Attention-Deficit/Hyperactivity Disorder (ADHD), and Cannabis Use Disorder. Notably, only two of these six diagnoses are substance-related.

## Medical Director Contract

The contract for the Medical Director of HPSP is up for renewal. The process to select a new or returning consultant is currently in the submission evaluation stage.

## Conference Participation and Insights

Participation in conferences has facilitated cross-state licensing connections and collaboration with other organizations.

HPSP attended the Federation of State Physician Health Programs (FSPHP) Conference, with Kim and Pang representing the program. Kim found a presentation on dental practices particularly beneficial, highlighting the unique challenges faced by solo practitioners. She plans to share these insights with HPSP staff in the fall. Pang attended sessions on risk management, emphasizing the role of HPSP as a supportive component within large health systems' risk management strategies. [fsphp.org+3fsphp.org+3fsphp.memberclicks.net+3](https://fsphp.org+3fsphp.org+3fsphp.memberclicks.net+3)

Currently, Tracy, Valerie, and Lisa are attending the National Organization of Alternative Programs (NOAP) Conference.

Looking ahead, Kim is scheduled to attend both the NOAP and FSPHP conferences next year to continue learning and building relationships with counterparts in other states.

## IX. Discussion: DEI subcommittee



# MNNP Treat Yourself First Campaign 2025

Rochelle Perry, DNP, FMHNP-BC  
Legislative Liaison, MNNP



# OBJECTIVES

- 



# Background

- Funding originated from Minnesota Department of Health Mental Health Grants for Health Care Professionals FY 2024
- Minnesota Medical Association wrote the grant and convened the Treat Yourself First Coalition
- Project designed to leverage multiple peer-to-peer support components to achieve goals of creating a culture of support and solidarity among clinicians and normalizing help-seeking behavior.. The peer-to-peer model will drive the campaign's effectiveness in promoting mental health and well-being within the medical profession.
- Anyone is welcome to use the assets on the Treat Yourself First website.



# 12-partner coalition



MINNESOTA ACADEMY OF  
FAMILY PHYSICIANS  
STRONG MEDICINE FOR MINNESOTA



Minnesota Chapter

American Academy of Pediatrics  
DEDICATED TO THE HEALTH OF ALL CHILDREN®



MINNESOTA  
MEDICAL  
ASSOCIATION

MNNP MINNESOTA  
NURSE PRACTITIONERS



Minnesota  
Psychiatric  
Society

# Mission

Create a supportive, stigma-free environment where healthcare workers can prioritize their well-being without fear of judgment

# Scope of the Problem

Burnout impacts all healthcare professionals, from physicians and nurses to pharmacists and advanced practice providers. The stress of patient care, combined with the stigma around seeking mental health support, exacerbates the problem. The Treat Yourself First campaign aims to provide essential tools, resources, and expertise to support healthcare workers' well-being.

# Statistics

## **APRNs:**

- In the most recent MN workforce survey from 2024, with over 900 APRNS responding, when asked if APRNS felt burnt out because of work, 31% responded “to a high degree or to a very high degree”.
- 16.44% plan to reduce hours at current position, and 25% plan to leave the profession or retire earlier than planned due to burnout.

## **Nurses:**

- Results from a 2020 survey indicate that almost two-thirds of nurses (62%) experience burnout.
- It's especially common among younger nurses, with 69% of nurses under 25 reporting burnout.

# Breaking the Stigma

A significant barrier to addressing burnout is the fear and stigma associated with seeking mental health services.

The campaign emphasize the importance of confidentiality and civil immunity protections for healthcare professionals seeking support for career fatigue, burnout, and behavioral health concerns. This approach encourages professionals to seek help without fear of repercussions.

# Resources

Resources are designed for all members of the healthcare team, including physicians, pharmacists, dentists, nurses, physician associates, and advanced practice nurses

# Legislative Efforts

While the campaign has been initiated through a grant from the Minnesota Department of Health, additional state funding is essential to fully implement and sustain these efforts. Representative Elizabeth Boldon has sought to get legislation approval to secure funding, ensuring that the initiative can reach its full potential in supporting healthcare professionals across the state.



# Treat Yourself First Campaign

<https://www.treatyourselffirst.org/>



Healthcare workers are humans, too.

Sometimes we need help. Sometimes we need healing.

We want you to know: You're not alone.

There are tools, resources and expertise to help care for you,  
collected by a coalition that cares.

The Treat Yourself First Coalition is here for you.

**TREAT+**  
**YOURSELF**  
**FIRST**





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## Emergency Resources:

If you or someone you know is in crisis and in need of immediate assistance, the following resources can help:

- **9-8-8 or 9-1-1**

If you are in crisis, call the suicide and crisis lifeline. When people call, text, or chat 988, they will be connected to trained counselors that are part of the existing Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary.

- **800-273-8255**

[National Suicide Prevention Lifeline](#)

The Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

- **Text HOME to 741741**

[Crisis Text Line](#)

The Crisis Text Line is available for any crisis. A live, trained crisis counselor receives the text and responds from a secure online platform.

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## Resources for all healthcare professionals:

### [Minnesota Health Professionals Services Program](#)

#### **651-642-0487**

- The Minnesota Health Professionals Services Program, a program of the State of Minnesota, is a professionally staffed, confidential program designed to monitor the treatment and continuing care of eligible, regulated health professionals. It promotes early intervention, diagnosis and treatment for health professionals with illnesses that may impact their ability to practice safely and provides monitoring services as an alternative to Board of Medical Practice discipline.

- 
- **Samuel A. from Board of Dentistry** - proposed creating an annual recognition event to honor healthcare practitioners who serve underserved and underrepresented communities. This initiative would celebrate their dedication and inspire others to provide care in areas with limited access to healthcare services.
  - **HPSP outreach** – HPSP serves approximately 1% of licensed professionals per board. If your board is presenting at an event, please include HPSP in your presentation or outreach efforts. We can provide materials and support to help raise awareness about our program.
  - **Reconfirm the statement.**  
DIVERSITY, EQUITY, AND INCLUSION  
1. At the Health Professionals Services Program (HPSP) we believe in One Minnesota, where all people are valued and respected for their backgrounds, knowledge, abilities, and experiences. We recognize the importance of supporting diversity and fostering inclusion both within the agency, for our participants and community. We commit to making diversity, equity, and inclusion part of our daily work by intentionally listening to one another and taking purposeful action. HPSP recognizes that diversity, equity, and inclusion require ongoing and evolving efforts. Such efforts will be identified, reviewed, and implemented on an ongoing basis. (2022)

Averi M. Turner made motion to strike the word “respected” from the sentence – “At the Health Professionals Services Program (HPSP) we believe in One Minnesota, where all people are valued and respected for their backgrounds, knowledge, abilities, and experiences.” Caren Gaytko second.

- X. Next month’s meeting – Office of Cannabis Management will be presenting. This will be an hour and a half meeting and in-person space is reserved for this opportunity. November meeting will be 3<sup>rd</sup> Tuesday (11/18/2025) as the week prior is a holiday.
- XI. Motion to adjourn – K. Pierson, second by Susan Estes. Meeting adjourned 10:50AM CST.



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St. Paul, MN 55102  
Main Telephone: 612-617-2220  
Hearing/Speech Relay: 1-800-627-3529  
[mft.board@state.mn.us](mailto:mft.board@state.mn.us)  
[mn.gov/boards/marriage-and-family](http://mn.gov/boards/marriage-and-family)

To: MFT Board

From: Jennifer Mohlenhoff

Date: July 18, 2025

RE: Committee Appointments

Board committee appointments are typically made in July for committee assignments running approximately 7/1/xx – 7/1/xx. Assignments for the past appointment period are recommended to continue for the period July 1, 2025 – June 30, 2026.

Proposed Committee assignments for the period July 2025 – June 2026 period:

Executive: Shonda Craft (Chair), Thad Shunkwiler (Vice Chair)

Application Review: Adam Arnold, Chilah Brown, Anna Clavin, Thad Shunkwiler (2 required for application approval)

Complaint Review Panel: Shonda Craft, Katy Graves; Alternate – Thad Shunkwiler

Continuing Education Review: Adam Arnold, Jessie Everts, Thad Shunkwiler (2 required for application approval)

Rules (Review/Implementation): Shonda Craft, Jessie Everts, Katy Graves

State Exam Review (Work Group) – Adam Arnold, Shonda Craft

MFT National Examination Test Prep Pilot Program (Work Group) – Chilah Brown, Anna Clavin, Jessie Everts

In addition, all Board members are responsible for the scoring of the written LMFT State Examination administered twice monthly to licensure candidates. The LMFT State Examination schedule is available for review on the Board's secure SharePoint site.