



**MINUTES**  
**September 21, 2020**  
**3:00 P.M.**  
**Special Board Meeting-Zoom Video Conference**  
**NDPISB**

1. Chairman Mike Wetsch called the Zoom special meeting to order at 3:00 p.m. Board members present: Mike Wetsch, Justin Blinsky, Ernie Thurman, Randy Ziegler, Jason Nelson, and Steven Lundin. Board members absent: None. Others present: Executive Director John J. Shorey III and Board Legal Counsel Monte Rogneby.
2. Executive Director John Shorey advised there was a backlog of the processing of renewal applications. John advised the backlog was caused by several issues; to include but not limited to: the COVID-19 pandemic, an increase in provisional applications, limited use of the Board's Administrative Assistant, outstanding issues from the 2019 renewal season still being worked on, and other ongoing Board matters that were consuming a considerable amount of his time. John advised he had been keeping the Chairman informed of the backlog. John advised the Board's policy has always been if a complete renewal application is received or postmarked by September 30th that an individual or agency is consider in compliance with the renewal deadline even if the license or registration is issued by the Board after September 30th. John advised for previous renewal seasons, the procedure has been to return the incomplete applications to the applicant, with the requirement they resubmit the corrected renewal applications post marked on or before September 30th to avoid late fees and possible criminal and disciplinary action for unlicensed or unregistered activity. John advised with the current backlog he didn't think it would be fair to use the previous procedures for incomplete applications. John advised he consulted with Monte on the situation. John advised Monte suggested that the Board modified the renewal procedures for the 2020 renewal season for incomplete applications only. John advised he and Monte came up with the proposed procedures regarding incomplete renewal applications: 1) The Board will notify the applicant of the incomplete application via email listing what is incomplete with the application; 2) the applicant will be allowed five (5) days to correct the incomplete application via email if possible; 3) the Board will issue a provisional license to the applicant, concerning the incomplete application, allowing the applicant to continue to be licensed under provisional license or registration during the period the application continues to be incomplete; and 4) the Executive Director will have discretion to extend the provisional license on a case by case basis. Monte advised there is a provision for provisional license or registration in the century code. Monte reiterated the increased workload that John was dealing with. Justin made the motion to modified the renewal procedures for the 2020 renewal season regarding incomplete renewal applications: 1) The Board will notify the applicant of the incomplete application via email listing what is incomplete with the application; 2) the applicant will be allowed five (5) days to correct the incomplete application via email if possible; 3) the Board will issue a provisional license to the applicant, concerning the incomplete application, allowing the applicant to continue to be licensed under provisional license or registration during the period the application continues to be incomplete; and 4) the Executive Director will have discretion to extend the provisional license on a case by case basis. Jason seconded. A roll call vote was taken, and it was unanimous to approve the motion.

3. Ernie made a motion to adjourn the meeting. Jason seconded. A roll call vote was taken, and it was unanimous to approve the motion. The meeting was adjourned at 3:09 P.M.

  
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Chairman

11-19-20  
Date

  
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NDPSB Executive Director

11-17-20  
Date