

North Dakota Board of Dietetic Practice Meeting Minutes
Teleconference
4.26.18
7 a.m. (CDT)

Mission: To protect the public and ensure compliance with the ND Century Code Chapter 43-44.

Board Members Present: Linda Schloer, Brooke Fredrickson, Beth Viland, and Wendy Mankie

Also present was Pat Anderson, NDBODP Executive Secretary.

I. Call to Order

Chair, Linda Schloer called the meeting to order at 7:00 a.m.

II. Approval of Minutes from 12.11.17

Wendy moved to approve the minutes; Beth Viland seconded the motion. Those approving the motion were Wendy Mankie, Brooke Fredrickson, and Beth Viland.

III. Unfinished Business

a. Financial Audit

The financial audit of the financial statements (Oct. 1, 2015 – Sept. 30, 2016 and Oct. 1, 2016 – Sept. 30, 2017) as prepared from Overmoe and Nelson were provided to board members. Pat presented the recommendation from the auditor to set up a deferred revenue account for licensure renewal funds that are received prior to the new fiscal year start of October 1. Pat will implement the recommendation in May as licensure renewal income comes in.

b. Auditor Conclusion Statement

Pat Anderson provided a copy of the January 24, 2018 letter to the Governing Board from Overmoe and Nelson, LTD.

c. Communication from State Auditor's Office

Pat Anderson provided a copy of the email received on 3/12/2018 from the ND State Auditor's Office. The audit for Sept. 30, 2017 and 2016 has been reviewed and accepted. The document is now a public document.

Brooke moved to approve the financial audit documents; Wendy seconded the motion. Those approving the motion were Wendy Mankie, Brooke Fredrickson, and Beth Viland.

IV. New Business

a. LRD Renewal Letter

Pat presented a draft of the LRD renewal application letter for the board to review.

b. LRD Renewal Application

Pat presented a draft of the LRD renewal application for the board to review.

c. LN Renewal Letter

Pat presented a draft of the LN renewal application letter for the board to review.

d. LN Renewal Application

Pat presented a draft of the LN renewal application for the board to review.

Beth moved to accept the LRD and LN renewal application letters and renewal applications. Brooke seconded the motion. Those approving the motion were Wendy Mankie, Brooke Fredrickson, and Beth Viland.

e. Dietetic Update Article

Pat will write an article regarding the renewal applications and explain why social security and date of birth is requested on the applications.

Next Meeting Date

A tentative meeting date of Sept. 20, 2018 at 10 a.m. was set. Brooke will follow up with her contact at the Jamestown Hospital to determine if NDBODP could meet there again. Sept. 27, 2018 was set as a back up date.

Adjournment

Wendy moved to adjourn the meeting; Beth seconded the motion. Those approving the motion were Wendy, Brooke, and Beth.

The meeting was adjourned at 7:29 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Pat Anderson".

Pat Anderson, NDBODP Executive Secretary