

NDBODP Board Meeting Minutes – 4.25.19
Ramada Bismarck Hotel (Executive Room 106)
1400 E Interchange Avenue, Bismarck ND
11 a.m. (CDT)

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

Present – Board Members: Brooke Fredrickson, Beth Viland, Wendy Mankie, Shaundra Ziemann-Bolinske and Linda Schloer. Also present was Pat Anderson, NDBODP Executive Secretary. Legal Counsel, Allyson Hicks arrived at 12:45 p.m.

- I. Call to Order**

Chair, Linda Schloer called the meeting to order at 11:14 a.m.
- II. Approval of Minutes from 2.13.19 and 2.14.19**

Brooke Frederickson moved to approve the minutes as written; Beth Viland seconded the motion. Roll call vote: Yes - Brooke Fredrickson, Beth Viland, Wendy Mankie, Shaundra Ziemann-Bolinske and Linda Schloer.
- III. Correspondence**
 - a. CDR re: Level 1 CPE** – Level 1 CPE are acceptable by CDR for Continuing Education
 - b. Martha Moe** – The March 29, 2019 email from Martha Holte was discussed. Beth Viland moved to approve 1 hour total of CE for Lesson 2 Topic 1 (Meal Service Planning) and Lesson 2 Topic 2 (Meal Patterns and Components). Brooke Fredrickson seconded the motion. Roll call vote: Yes - Brooke Fredrickson, Beth Viland, Wendy Mankie, Shaundra Ziemann-Bolinske and Linda Schloer.
- IV. Financial Reports**
 - a. FY 2018** - Pat Anderson presented the November 6, 2018 report from Augie Ternes of the State Auditor's Office. There were no findings with the audit and a copy of the financial report was provided by the Auditor's Office.
 - b. FY 2019 Reports** – Pat Anderson presented the balance statement as of March 31, 2019 and the Profit Loss Statement as of Oct. 1 – March 31, 2019. The transaction detail for disbursements was presented from October 1 – March 31, 2019. Brooke Fredrickson moved to receive and file the financial audit and the financial reports; Wendy Mankie seconded the motion. Roll call vote: Yes - Brooke Fredrickson, Beth Viland, Wendy Mankie, Shaundra Ziemann-Bolinske and Linda Schloer.
- V. Unfinished Business**

a. **Strategic Plan** - A copy of the reviewed/revised Sept. 2018 strategic plan was distributed to the board.

1. **Applications and Renewals Review** – Pat Anderson presented a draft of the renewal letters and applications. Shaundra Ziemann-Bolinske moved to approve the application and renewal forms; Beth Viland seconded the motion. Roll call vote: Yes - Brooke Frederickson, Beth Viland, Wendy Mankie, Shaundra Ziemann-Bolinske and Linda Schloer.

2. **Board Member Terms** – Wendy Mankie and Beth Viland’s three year term will end on 8/31/2019 or until the LN and LRD positions are reappointed. Wendy Mankie will reapply for the board position. Beth Viland doesn’t want to reapply for a second term. Possible candidates for the LN position are 1st choice, Barb Truchan; 2nd choice, Nancy Overson and 3rd choice, Hollee Asche. Pat Anderson will follow up with these LNs as needed in the order of preference.

3. **Technology – RFP**

Pat Anderson discussed the RFP and the process to solicit proposals through the State Procurement Office. Three of the state approved vendors were asked to submit proposals along with the state ITD department. Proposals came back from ITD and KK Bold. The proposal from KK Bold was the most acceptable but there was not the inclusion of the maintenance of cyber liability and security insurance. Pat followed up with the State Procurement Office to establish what the minimum level of cyber liability and security insurance is required and was informed \$1,000,000. KK Bold has been contacted about the insurance requirement and they have assured that if they are awarded the contract they will provide evidence of the insurance. Action: Wendy Mankie moved to accept the proposal from KK Bold for \$8550 plus \$540/yr. for website hosting; Shaundra Ziemann-Bolinski seconded the motion. Roll call vote: Yes - Brooke Frederickson, Beth Viland, Wendy Mankie, Shaundra Ziemann-Bolinske and Linda Schloer.

4. **Legislative**

a. **SB 2353** – Relating to Uniform Regulation of Occupations and Professions (Failed in the House)

b. **SB 2306** – Occupational Licensure of Military Members and Military

(Amended and Passed). Legal Counsel Allyson Hicks discussed the bill and explained it is a general board bill that impacts all boards in chapter 43.51 of the law. Military spouses (proof of military spouse is needed) that apply for licensure and who are licensed from another state automatically get a license. There is no fee for their license. There is a 30 day window to process the license and if a license cannot be issued then you must issue a provisional license until the board has time to process it. The law is effective Aug. 1, 2019. Allyson Hicks stated that we would not need to make an administrative rules change.

Action: Brooke moved to amend our new and renewal applications to include the military spouse waiver in fees; Beth seconded the motion. Roll call vote: Yes - Brooke Frederickson, Beth Viland, Wendy Mankie, Shaundra Ziemann-Bolinske and Linda Schloer. This will be implemented with the renewal applications that will be sent out in May and updated on the new application as soon as possible.

c. **HB 1482** – Failed in the House (24 Yeas; 63 Nays)

Suggestions and recommendations were presented to the board by Allyson Hicks concerning our current statute. Brooke Fredrickson moved to explore clarifying our statute; Beth Viland seconded the motion. Roll call vote: Yes - Brooke Fredrickson, Beth Viland, Wendy Mankie, Shaundra Ziemann-Bolinske and Linda Schloer. Brooke Fredrickson and Pat Anderson were charged to comeback with recommendations at our Sept. meeting.

5. **Dietetic Update Article**

An article will be due in May. Brooke Fredrickson will provide a recap of HB 1482 and Pat Anderson will provide a reminder about the renewal dead line and the new military spouse information.

VI. **Next Meeting Date**

Sept. 17, 2019 from 9 a.m. – 3 p.m. Linda Schloer will reserve a room at the Capitol.

VII. **Adjournment**

Beth Viland moved to adjourn the meeting at 2:16 p.m. Shaundra Ziemann-Bolinski seconded the motion. Roll call vote: Yes - Brooke Fredrickson, Beth Viland, Wendy Mankie, Shaundra Ziemann-Bolinske and Linda Schloer.

Respectfully Submitted,



Pat Anderson, NDBODP Executive Secretary