



Board Meeting Minutes – 5.7.2021
ZOOM Meeting
1 p.m. (CDT)

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

Present – Board Members: Wendy Mankie, Shaundra Ziemann-Bolinske, Nancy Overson and Linda Schloer
Also present was Pat Anderson, NDBODP Executive Secretary (outgoing) and Brooke Fredrickson (incoming)
Guests: None

I. Call to Order

Acting Chair, Shaundra Ziemann-Bolinski called the meeting to order at 1:01 p.m. Brooke Fredrickson has resigned from the board and an interim chair is needed until election of a chair at the September meeting. Wendy Mankie volunteered to serve as interim chair until the September meeting.

II. Procedure for Guests

No guests were present.

III. Correspondence

a. Resignation Letter from Brooke Fredrickson

Brooke Fredrickson submitted a letter of resignation to the Governor's office effective April 30, 2021. To date there has not been any response from the Governor's office regarding her replacement.

b. Executive Secretary Contract

Pat Anderson received the signed executive secretary contract from Brooke Fredrickson and asked, who will sign the contract. Shaundra Ziemann-Bolinski, fiscal chair, was delegated to sign the contract on behalf of the board.

IV. Review and Approval of Minutes – 3.29.2021

Linda Schloer moved to approve the minutes as written; Nancy seconded the motion. Roll call vote: Yeas – Nancy, Wendy, Linda, and Shaundra. Passed.

V. Legislative Update

Pat Anderson provided a legislative update.

- SB 2187 with amendments was passed on April 9 in the Senate (Yays 46 and Nays 1).

- SB 2187 was signed by the Governor on April 16.

Brooke and Pat were able to attend the photo op with the Governor signing the bill. Shaundra Ziemann-Bolinski asked that the photo be placed on the NDBODP website and that a thank you be also sent to Pepin Tuma for all his assistance in helping provide statute language.

VI. 2021-2022 Renewal Applications and Letters

a. Renewal Forms

Pat Anderson presented a draft of the renewal letters and applications for LRDs and LNs. The letters and renewal applications are slated to be sent on May 24, 2021. Shaundra Ziemann-Bolinski recommended that “gender” be used in place of “sex” on the application. Linda Schloer concurred. No further discussion by the board members on this recommendation. Pat Anderson will make that change on the renewal form.

b. NDBODP Flyer

Pat Anderson presented a flyer that potentially could be given to licensees to inform them about the updates to Chapter 43-44. Shaundra suggested adding information about other licensed professionals to explain that they do not fall under the jurisdiction of the NDBODP since we have received complaints against other health professionals. Pat will see if there is room to add this to the flyer. The cost of the flyer was discussed, and it was suggested the flyer be included with the LN renewal form mailing and that the flyer be sent electronically to an LRD upon renewal of the license.

VII. Budget Review

Pat Anderson provided a fiscal YTD profit/loss statement with a comparison to the budget. It is anticipated the budget will not need to be adjusted at this time.

VIII. Executive Secretary Transition Plans

Pat Anderson reported that transition of duties to Brooke will begin next week with transfer of physical items on May 13 and changes made to the website re: the executive secretary position change on Friday, May 14. Pat reported she will mail the renewals for licensure on May 24 and that will be the last of her duties. Pat has contacted the state records retention office and she will work with them on archiving and/or disposing of records.

IX. Next Steps – Administrative Rules and New LN Application

Pat Anderson reported that the changes made to Chapter 43-44 and passed during the legislative session go into effect on August 1, 2021. The board has 9 months from that date to update the administrative rules. It is quite a lengthy process as notification of the proposed changes need to be publicized, a public hearing date established, etc. It would be advisable for the Board to begin working on this process right away. The LN licensure requirements will change significantly on August 1, 2021 so a new application will be necessary. Pat reported that Allyson Hicks informed her that the new statute will trump the administrative rules currently in place on August 1, 2021.

X. Next Meeting Date

July 8th at 10 a.m. CDT via ZOOM. A face-to-face meeting will be planned for September.

XI. Adjourn

Wendy Mankie moved to adjourn the meeting; Linda Schloer seconded the motion. Passed.
The meeting was adjourned at 2:12 p.m.

Respectfully Submitted,

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

Pat Anderson, NDBODP Executive Secretary