



Board Meeting Minutes – 9.24.2021
Missouri River Room, State Capitol Building, Bismarck, ND
8:00 a.m. (CDT)

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

Present – Board Members: Wendy Mankie, Nancy Overson, Linda Schloer, Meredith Wagner, Shaundra Ziemann-Bolinske (participated via zoom), and Brooke Fredrickson, NDBODP Executive Secretary

I. Call to Order

Interim Chair, Wendy Mankie called the meeting to order at 8:08 a.m. Wendy welcomed Meredith Wagner to the board, followed by introductions by each person present.

II. Procedure for Guests

Wendy Mankie explained that guests are welcome, but may not participate in the meeting unless allowed by the board.

III. Review and Approval of Minutes – 7.9.2021

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

IV. Approval of Agenda

Linda Schloer moved to accept agenda, Shaundra Ziemann-Bolinske seconded. Roll call vote: Yeas – Nancy, Wendy, Linda, Meredith, and Shaundra. Motion passed.

V. Financial Reports

a. YTD Financial reports including profit loss and transaction list were reviewed by the board. Brooke Fredrickson asked for the board’s opinion on documenting batch deposits in QuickBooks rather than entering each individual transaction. Brooke explained that the individual transactions can be retrieved from the credit card merchant. The board suggested that Brooke ask the financial auditor which way he/she would prefer.

b. Brooke Fredrickson asked the board to review the CD accounts and advise whether to keep as is or make changes. The board agreed to keep the CDs the same and automatically renew as is.

VI. Old Business

a. Jennifer McCurry

The board reviewed the conditional license status of Jennifer McCurry. Email correspondence was provided for review along with verbal input that Brooke obtained from Allyson Hicks prior to the meeting. Allyson Hicks had suggested renewing Jennifer's license with conditions until the case is completely closed. Discussion was held about the case. Linda Schloer suggested accepting Allyson Hicks recommendation to renew with conditions. Nancy Overson made a motion to renew Jennifer McCurry's license with the condition of updating the board about the case until closed. Shaundra Ziemann-Bolinske seconded. Roll call vote: Nancy, Wendy, Linda, Meredith, and Shaundra. Motion passed.

b. LN Application

Brooke Fredrickson presented a suggestion regarding the supervised practice documentation for the LN application. Brooke has been in contact with other states having inconsistencies with the documentation requirement of the supervised practice hours. Discussion was held regarding what other states are doing and how ND could utilize a documentation form that would provide clarity, without making the application process burdensome for applicants. Brooke mentioned that this language will need to be included in the update to the administrative rule. The board suggested that Brooke work on a spreadsheet that could be approved at a later meeting.

c. Administrative Rule

The board reviewed Brooke and Linda's recommended updates to the administrative rule language thus far. Many of the updates included current board contact information, changing from mail to email as the primary source of communication with applicants. Meredith suggested that we ask for two email addresses for each licensee. The board agreed that changing the timeline of applications and renewals with associated fees and late fees would be beneficial. Much discussion was held on fees and the possibility of changing from an annual license to a two-year license. Brooke reported that many other states offer licensure for a two-year period. Discussion was held about how this would affect the auditing process which is based on a five-year cycle. The board asked Brooke to contact states with a two-year license to find out how they conduct their audits.

The board reviewed the suggested code of ethics and unprofessional conduct section of the administrative rule. The board suggested adding a section on professional conduct regarding social media.

Brooke shared with the board that she and Linda will continue working on changes to the rule. Sections on supervision, telehealth, and weight control services need to be added. They will bring suggestions to the board at the next meeting.

d. Funding for Allyson Hicks

Brooke gave update on Allyson Hicks and the FARB conference. The board had sent a check for \$250 to apply toward travel expenses for Allyson to attend the conference in Nashville. Allyson notified Brooke that the conference was changed to virtual, so the AG office would be returning the \$250 check that was sent.

VII. New Business:

a. Strategic Planning

The board reviewed the strategic plan for 2021. It was updated to include work on the Administrative Rule due by the end of the year. Under the technology section, the board added to have Brooke look into online storage for licensee files this winter, with a long-term goal of researching licensing software.

b. Executive Secretary Contact

Brooke left the room, while the board discussed the executive secretary contract. Brooke was called back into the room, and the board communicated that they would like to increase the ES salary by 3% this year paying \$1070.00 per month and increasing the hourly rate to \$34.50 for special projects. Linda Schloer moved to approve the payment increase made to the ES contract. Nancy Overson seconded. Roll call vote: Yeas – Wendy, Linda, Nancy, Meredith, and Shaundra. Motion passed.

c. Budget

The board reviewed last year's actual income and expenses compared to what was budgeted and made suggested to budget for this coming fiscal year. Shaundra Ziemann-Bolinske suggested to have at least three years of financial history to review each year when updating the budget. The board completed the budget with a planned income of \$1340.00. Shaundra moved to approve the budget. Linda seconded. Roll call vote: Yeas – Wendy, Linda, Nancy, Meredith, and Shaundra. Motion passed.

d. Board positions

The board members volunteered for positions to serve on the board for the 2021-2022 year. Linda Schloer agreed to be Chair of the board. Meredith Wagner agreed to hold the LRD Chair position. Nancy Overson will continue as LN Chair. Shaundra Ziemann-Bolinske will continue as Financial Chair. Shaundra made a motion to accept board positions for 2021-2022 year. Meredith seconded. Roll call vote: Yeas – Wendy, Linda, Nancy, Meredith, and Shaundra. Motion passed.

VIII. Next Meeting Date

Friday, November 5th at 10:00 a.m. via Zoom. The board also agreed to schedule future meetings to review administrative rule, which will be held November 29th at 10:00 a.m. and December 16th at 10:00 a.m. All meetings will be virtual via Zoom.

After the meetings were scheduled, the board took a break for lunch at 12:00 p.m. Linda Schloer chose to complete her audit early and leave the meeting. Shaundra Ziemann-Bolinske also left the meeting at this time.

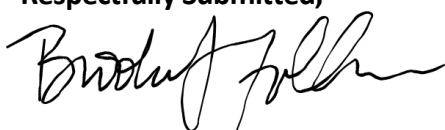
IX. Audit of LRD and LN CPEU Records

The remaining board members reconvened and completed continuing education audits.

VI. Adjourn

Meredith Wagner moved to adjourn the meeting; Nancy Overson seconded the motion. The meeting was adjourned at 1:47 p.m.

Respectfully Submitted,



Brooke Fredrickson, NDBODP Executive Secretary