



Board Meeting Minutes – 1.27.22
Virtual Meeting via Zoom
2:00 p.m. (CDT)

Mission Statement: To protect the public and ensure compliance with the NDCC 43-44.

Present – Board Members: Wendy Mankie, Nancy Overson, Meredith Wagner, Shaundra Ziemann-Bolinske, Janel Getz, and Brooke Fredrickson, NDBODP Executive Secretary

Guests: Dave Schaibley, Pepin Tuma

I. Call to Order

Interim Chair, Wendy Mankie called the meeting to order at 2:02 a.m.

II. Procedure for Guests

Wendy explained that guests are welcome but may not participate in the meeting unless called upon by the board.

III. Review and Approval of Minutes – 1.12.2022

Janel Getz moved to approve the minutes as written; Nancy Overson seconded the motion. Motion passed.

IV. Letter of Support for Licensure Compact

Pepin Tuma shared that the Academy of Nutrition and Dietetics is seeking a grant through the Department of Defense to investigate the feasibility of forming a licensure compact for dietitians and nutritionists. Pepin is requesting a letter of support from the board to be included as part of the grant application. Pepin explained that the letter of support did not obligate the Board to support the compact, but only the application for the grant. Pepin provided a sample letter of support, and the board amended it. Shaundra moved to approve the letter of support for the grant application as amended; Meredith seconded the motion. Roll call vote: Shaundra - Yea, Nancy- Yea, Meredith- Yea, Wendy -Yea. Janel was absent for the vote. Motion passed.

V. Administrative Rule Revisions & Approval

Brooke Fredrickson presented proposed changes to the admin rule. The board discussed changing proposed fees from \$90 for initial and \$45 for renewal to \$75 for initial and \$50 for renewal. Brooke explained reasons for the proposed changes including increased board expenses and future projects. Current operating income and expenses are near equivalent. The board finalized language on provisional licensing fees and the code of ethics.

The board agreed on all updates to the administrative rule as presented. Nancy moved to approve the administrative rule changes; Meredith seconded. Roll call vote: Shaundra - Yea, Nancy- Yea, Meredith- Yea, Wendy -Yea. Janel was absent for the vote. Motion passed.

a. Public hearing date, time & location: March 16th at 9:00 am CST via zoom.

b. Board member present: The board appointed Brooke to be present during the public hearing to receive comment.

VI. Application Approval

Brooke presented the board with updates to the application for licensure. Brooke added the category of reciprocity as discussed at the prior board meeting. Discussion was held on the criminal history section of the application. Meredith recommended rearranging the questions to provide clarity. The board approved of all changes. Nancy moved to accept the new application as updated; Meredith seconded. Roll call vote: Shaundra - Yea, Nancy- Yea, Meredith- Yea, Wendy -Yea. Janel was absent for the vote. Motion passed.

The board also reviewed updates to the supervised practice tracking log. Meredith moved to approve the changes and implement the tracking log; Nancy seconded. Roll call vote: Shaundra - Yea, Nancy- Yea, Meredith- Yea, Wendy -Yea, Janel – Yea. Motion passed.

The board reviewed a sample supervisor report form. Discussion was held on the length and content of the form. Meredith reported that she would like to provide input on changes to the form. The board decided to table discussion until a later date.

VII. Toni Anderson Update

Brooke reported that Toni had sent her completed CEU certificate containing 22 credits, which would satisfy our requirement for an additional 21.5 credits. The board approved the CEUs. Dave Schaibley reviewed the terms of the settlement agreement. The board asked if the settlement agreement could be ended early since Toni met the requirements. Dave agreed that the board could decide to end the probation and return her license in good standing. Meredith moved to lift the probation on Toni Anderson and return her license to good standing; Shaundra seconded. Roll call vote: Shaundra - Yea, Nancy- Yea, Meredith- Yea, Wendy -Yea. Janel was absent for the vote. Motion passed.

VIII. Next Meeting: April 4, 2022 from 9am – 12pm via zoom

IX. Adjourn

Nancy made a motion to adjourn the meeting; Meredith seconded. Meeting was adjourned at 4:48 p.m.

Respectfully Submitted,



Brooke Fredrickson, NDBODP Executive Secretary