



Board Meeting Minutes – 4.4.22
Virtual Meeting via Zoom
9:00 a.m. (CDT)

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

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

Absent: Nancy Overson, Janel Getz left meeting at 10:50 a.m.

Guests: Dave Schaibley, Traci Hobson, Joan Enderle

I. Call to Order

Wendy called the meeting to order at 9:04 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 – 1.27.2022

Shaundra moved to approve the minutes as written; Janel seconded the motion. Motion passed.

IV. Financial Reports:

Brooke updated the board on the status of the audit. The documents were filed in November, but the results have not yet been received. The board also reviewed the YTD balance sheet, profit loss statement, and transaction detail.

V. Correspondence:

a. P-Card Update

Brooke reported to the board that a purchasing credit card has been implemented for board supplies and travel expenses. Shaundra is set up as the administrator of the card and will review all expenses. Brooke is the card user. Dave shared that the card will allow for state rates at hotels and should eliminate paying state tax.

b. KK Bold Domain and Email Address

Brooke reported to the board that the ndbodp.com domain was transferred from e-Vision to KK Bold for management, and the old execsec@ndbodp.com email address was allowed to expire by e-Vision. Brooke has contacted KK Bold to get information and estimated cost in setting up a secure email address through the website rather than using a Gmail account. Dave shared that the state is looking into offering access to state-sponsored websites and email to licensing boards for security purposes.

c. Toni Anderson

Toni Anderson is requesting that the disciplinary action taken against her license be “removed from her record”. Dave shared that past action against a license cannot be removed from her record. Brooke reported that she had contacted CDR to explain the situation about the CEUs rejected by the board, and Toni’s continual request to accept them. CDR responded via email explaining that they would do a complete audit on Toni’s previous five-year cycle to determine if the CEUs in question would be accepted by CDR or not. Discussion was held by the board regarding Toni’s request. Meredith explained that the CDR decision would likely not make a difference in the outcome because the board had done its due diligence in reviewing her CEUs. Meredith made a motion to postpone any decision by the board until the CDR audit is complete. Shaundra seconded. Roll call vote: Shaundra – yea, Meredith- yea, Janel – yea, Wendy – yea. Nancy – absent. Motion passed. Brooke will provide Toni Anderson with an update.

VI. Old Business:

a. Administrative Rule Public Comment

Brooke shared the comment provided during the public hearing on March 16th. Pepin Tuma had provided both oral and written comment on behalf of the Academy of Nutrition and Dietetics. (See attached document for summary and board comments.) Janel made a motion to adopt the proposed administrative rules with the changes made today. Meredith seconded. Roll call vote: Shaundra – yea, Meredith- yea, Janel – yea, Wendy – yea. Nancy – absent. Motion passed.

VII. New Business:

a. Licensee Approval October-March

Brooke shared an updated list of the dietitians and nutritionists that have been licensed this licensing year. Discussion was held on the licensing process. Shaundra moved to approve the new licensees. Meredith seconded. Roll call vote: Shaundra – yea, Meredith- yea, Wendy – yea. Nancy and Janel were absent. Motion passed.

b. Approval of Renewal Application

Brooke presented updated renewal application. She combined the LRD and LN applications into one form and put it in the same format as the initial application. Meredith suggested adding “in the past year” to the voluntary license surrender wording. She also suggested adding an option to opt out from having the board share email address(es) as part of an open records request. The board agreed with the changes. Meredith made a motion to accept the updated renewal application. Shaundra seconded. Roll call vote: Shaundra – yea, Meredith- yea, Wendy – yea. Nancy and Janel were absent. Motion passed.

In response to the open records discussion, Meredith moved to task Brooke with developing a board policy to withhold home address, home phone number, and personal cell phone numbers from open record requests. Shaundra seconded. Roll call vote: Shaundra – yea, Meredith- yea, Wendy – yea. Nancy and Janel were absent. Motion passed.

c. Board Member Nominations

Brooke shared that Wendy’s term on the board will be ending in September, so she will need to be replaced. The board reviewed a current list of licensees that may be eligible. Meredith requested that the list be sent to the board members for further review. Brooke asked that names be submitted to her so she can send potential candidates the link to apply for the position.

d. Executive Secretary invoice for special projects

Brooke asked for approval for payment for extra time spent on administrative rule duties totaling \$897.00 per contact and budget. Shaundra moved to approve the invoice for the dollar amount requested. Meredith seconded. Roll call vote: Shaundra – yea, Meredith- yea, Wendy – yea. Nancy and Janel were absent. Motion passed.

VIII. Next Meeting: The board tentatively chose dates in September to hold our annual in-person meeting in Bismarck. Brooke will confirm dates with absent board members before posting to Secretary of State website.

IX. Adjourn

Shaundra made a motion to adjourn the meeting; Meredith seconded. Meeting was adjourned at 12:15 p.m.

Respectfully Submitted,



Brooke Fredrickson, NDBODP Executive Secretary