



Board Meeting Minutes – 10.28.22
Virtual Zoom Meeting
8:30 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, Nancy Overson, and Brooke Fredrickson, NDBODP Executive Secretary

Guests: Troy Rauschenberger from Big Picture Software

- I. Call to Order
 - a. Wendy called the meeting to order at 8:34 a.m. She explained the board procedure for guest participation.

- II. Review and Approval of Minutes – 9.22.2022
 - a. Nancy moved to approve the minutes as written; Meredith seconded the motion. Motion passed.

- III. Old Business
 - a. Licensing software. The board discussed the demo from Big Picture Software. Troy Rauschenberger was able to answer questions. He explained the texting feature, email integration, board member access, ease of use for licensees, and included monthly support. Meredith asked about the possibility of the price going up. Troy explained that a 3-5% increase is possible, but not confirmed, every three years. Shaundra asked about the 500 record limit, and Troy responded that the limit is more of a guideline, and that the board would be allowed more than 500 without penalty. Paper documents will need to be scanned in by an outside source as this is not included in the contract. Meredith asked about the compatibility of use with licensure compacts. Troy reported that they have other boards with compacts but is not sure how it affects the software. The budget was reviewed which included the potential purchase of the software. Shaundra made a motion to move forward with a contact with Big Picture Life Software. Nancy seconded the motion. Roll call vote: Wendy-yea, Shaundra-yea, Janel-yea, Nancy-yea, Meredith-yea. Motion passed.

- b. Website email address. At the last board meeting, Shaundra had asked Brooke to confirm that an email address was not included with the licensing software. Troy reported that email integration is available, but that an actual email address is not included. Brooke presented the quote from Silicon Plains in Bismarck to host an email address for us for \$155 set up fee and \$8-12.50 per month depending on number of features included. The board discussed moving forward with a professional email and using execsec@ndbodp.com as the email address. Janel made a motion to move forward with establishing an email address with Silicon Plains as long as the contract agreement matches the quoted price. Shaundra seconded the motion. Roll call vote: Wendy-yea, Shaundra-yea, Janel-yea, Nancy-yea, Meredith-yea. Motion passed.
- c. Provisional license. Brooke contacted Dave Schaibley about how to handle the provisional license after exam passage. Dave responded with his legal opinion and then Brooke drafted a policy for the board to follow. The policy includes that upon passage of the exam, the licensee has 30 days to apply for full licensure or the provisional license will expire. The full license will go into effect on the day it is processed. The board reviewed the policy and provided the input. Nancy made a motion to approve the provisional license policy. Janel seconded the motion. Roll call vote: Wendy-yea, Shaundra-yea, Janel-yea, Nancy-yea, Meredith-yea. Motion passed.

IV. New Business

- a. Complaint – Optavia. Brooke presented a complaint that was submitted by a licensee on October 15th. She reported that local Optavia consultants are making “unsafe nutrition claims”. Brooke shared that she forwarded the complaint to Dave Schaibley, and he suggested asking for more information, since the board does not have jurisdiction over companies, but only individuals. Brooke contacted the person filing the complaint and asked for more information on specific individuals that the board could look into further. The reporter never responded to that request. Discussion was held about the complaint and the board’s authority in this situation. Meredith moved to have Brooke write a letter on behalf of the board to state that we are closing this case due to lack of information and provide the complainant with options as described in the statute. Janel seconded. Discussion was held to have Dave review letter before sent to complainant. Roll call vote: Wendy-yea, Shaundra-yea, Janel-yea, Nancy-yea, Meredith-yea. Motion passed.
- b. Complaint process. Tabled until next meeting when legal counsel is present.

V. Meeting was adjourned at 9:47 a.m.

Respectfully Submitted,



Brooke Fredrickson, NDBODP Executive Secretary