



Board Meeting Minutes – 3.29.23
Virtual Zoom Meeting
10:00 a.m. (CDT)

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

Board Members Present: Meredith Wagner, Nancy Overson, Amanda Ihmels, Janel Getz, Shaundra Ziemann-Bolinkse, and Brooke Fredrickson, NDBODP Executive Secretary

Guest: Joan Enderle

- I. **Call to Order**
 - a. Meredith called the meeting to order at 10:04 a.m.
- II. **Procedure for Guests** – Meredith notified guests that they are welcome to attend the meeting, but cannot speak unless called upon.
- III. **Approval of Minutes**
 - a. 10.28.22 – Nancy moved to approve the minutes from the October 28, 2022 meeting. Janel seconded. Motion passed.
 - b. 11.17.22 – Nancy moved to approve the minutes from the November 17, 2022 meeting. Amanda seconded. Motion passed.
- IV. **Financial Reports**
 - a. Brooke presented the balance sheet, profit loss statement, and transaction detail reports from 10.1.22-2.28.23. Amanda moved to approve the financial reports as presented. Janel seconded. Motion passed.
- V. **Correspondence**
 - a. Legal Counsel Change
 - i. Brooke notified the board that Dave Schaibley is no longer our assigned legal counsel. In the interim, we are to use Allyson Hicks until someone else is appointed.
 - b. Licensing Compact Task Force
 - i. Brooke explained to the board that the Academy of Nutrition & Dietetics received a grant to work at setting up a national licensure compact document. Brooke was nominated to serve on the committee, which has been meeting bi-weekly since February to discuss options. Brooke shared the different models that were being considered and explained some of the potential requirements for state and individual participation in the compact. The task force will be looking for board and public input later this summer.
- VI. **Old Business**
 - a. Licensing Software Update

- i. Brooke shared progress on the licensing software. Current and past licensees have been uploaded into the system. Email templates have been completed for renewal reminders, approvals, and audits. Brooke is meeting weekly with the Big Picture team to do testing. Brooke requested input from the board on accepting paper applications and checks. Nancy made a motion to require renewals to be completed and paid for through the online system. Janel seconded. Roll call vote: Meredith – yea, Amanda – yea, Nancy – yea, Janel – yea, Shaundra – yea. Motion passed.
- ii. Brooke shared that the LN applications are set up to require CEU certificates be uploaded at the time of renewal for those who are at the end of their 5-year cycle. Nancy agreed that this would streamline the audit process. At this time, the RD renewals are not set up this way, since we only audit 10% of them. Brooke will ask the developers if there is a way to randomize audit selection prior to renewals so RDs can submit their CEUs at the same time. Meredith asked if the board members will have access to login to the software system to be able to review the submitted CEU materials. Brooke will ask if this is a possibility.
- iii. Brooke shared view of the license verification page. Meredith suggested adding a status column. She also asked if there was a way to show more detail i.e. if someone voluntarily surrendered their license. Brooke will ask the developers.

VII. New Business

a. VA National Standards Request

- i. Meredith received a request from the Dept of Veteran Affairs asking for input on national standards of practice for RDNs. They have ND listed as a state that exempts licensure for federal employees, which it does not. They are requesting comment from our board by May 13th. Brooke forwarded this request to Allyson Hicks on 3.22.23, but has not received a response. The board tasked Brooke with writing a letter to the VA to let them know that what is published in the federal registrar about ND law is in error and that our statute does require licensure for anyone practicing MNT. Meredith also asked to include a request to specify who can practice MNT in their standards. Brooke will write the letter and send to Allyson for input. The letter will be sent to Meredith for final approval. Janel made a motion to have Brooke write up a letter in response to the VA request containing the above information. Nancy seconded. Roll call vote: Meredith – yea, Amanda – yea, Nancy – yea, Janel – yea, Shaundra – yea. Motion passed.

b. FARB Membership

- i. Brooke requested input from the board on renewing our FARB membership. Brooke stated that we pay \$175 annually and have not used any of their resources for the past three years. Shaundra motioned to not renew the FARB membership, but to consider allocating funds for our legal counsel to attend the national conference if requested. Nancy seconded. Roll call vote: Meredith – yea, Amanda – yea, Nancy – yea, Janel – yea, Shaundra – yea. Motion passed.

c. Approve Licenses

- i. Brooke shared the list of RDs and LNs who have been licensed since October 1, 2022. Shaundra moved to approve the new licenses given. Nancy seconded. Roll call vote: Meredith – yea, Amanda – yea, Nancy – yea, Janel – yea, Shaundra – yea. Motion passed.

d. Record Retention Schedule

- i. Brooke was notified by the state that our board needed to have a record retention schedule in place for disposing of documents. Brooke worked with the state to set up a schedule and presented the schedule to the board for approval. Shaundra suggested adding record retention as a duty on the executive secretary contract going forward. Shaundra moved to approve the record retention schedule as presented. Janel seconded. Roll call vote: Meredith – yea, Amanda – yea, Nancy – yea, Janel – yea, Shaundra – yea. Motion passed.

e. Renewal Applications

- i. Brooke shared that each year the board reviews and approves the renewal applications. Brooke showed the board what the online application looks like in the new licensing software system. The board did not have any suggested changes to the application, but Meredith asked if renewals were sent to both email address or only the primary. Brooke will ask the software developers. Nancy moved to approve the online applications as presented. Amanda seconded. Roll call vote: Meredith – yea, Amanda – yea, Nancy – yea, Janel – yea, Shaundra – yea. Motion passed.

f. Board Positions

- i. Meredith is currently serving as interim chair, leaving the LRD chair position open. Meredith agreed to continue as board chair. Amanda volunteered to be LRD chair. Nancy moved to approved new board positions. Shaundra seconded. Motion passed.

g. Board Opening

- i. Brooke shared that Shaundra’s term on the board will end in September, so we will need to replace the consumer position. Brooke asked the board to consider options so they can be contacted and sent information on how to apply.

VIII. **Next Meeting** is scheduled for Thursday, September 21st at 10:00 a.m. in Jamestown.

IX. **Adjournment** – Meredith adjourned meeting at 12:10 p.m.

Respectfully Submitted,



Brooke Fredrickson, NDBODP Executive Secretary