



Board Meeting Minutes – 9.21.23
Babb’s Coffee Meeting Room
100 1st Ave S, Jamestown, ND 58401
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, Janel Getz, Amanda Ihmels, Shaundra Ziemann-Bolinkse, and Brooke Fredrickson, NDBODP Executive Secretary

Guests: None

I. Call to Order

- a. Meredith called the meeting to order at 10:09 a.m.

II. Procedure for Guests – N/A

III. Approval of Minutes

- a. The minutes from 3.29.23 and 8.7.23 were reviewed. Nancy motioned to approve minutes from both meetings as presented; Amanda seconded. Motion carried.

IV. Financial Reports

- a. Brooke presented the 2022 audit report, fiscal YTD balance sheet, profit loss, and transaction list. Janel motioned to approve the financial reports as presented; Nancy seconded. Motion carried.

V. Correspondence

- a. VA National Standards Update: Meredith and Brooke updated the board members on the meeting held with VA regarding the licensing exemption for VA dietitians. Since it is a federal ruling, it supercedes any state law. It was requested to remove North Dakota from the list of states with exemptions for VA employees, since it is not written in our statute.
- b. Dietitian Licensing Compact Update: Brooke provided answers to the questions the board submitted during public comment. An FBI background check must be completed with application regardless of when the last one was completed. The powers of the compact commission must be granted in statute so they can be defined in rule. The drafting committee has one more meeting until it is brought back to the task force for final review. The goal is for language to be ready by the end of the year.
- c. KK Bold Update: KK Bold has been purchased by Odney Advertising. All of the KK Bold employees transitioned as well, so as of right now there have been no changes to our service or billing.

- d. Licensing Software Update: The new licensing system went live in June and has been going well. There were a few hiccups including wrong dates on certificates, approved characters that wouldn't work for passwords, and blank verification emails, which have all been fixed. Since it was a new system, there were lots of licensees calling or emailing with login issues. The primary issue was including hyphens in their social security number. Discussion was held on how to improve process going forward. As of right now, there are 62 people who have not renewed their license despite multiple reminders. Discuss possibility of reminders going to junk mail or expired addresses. The board recommended a letter be mailed to the remaining licensees with renewal information. The board also recommended a login button on the home page of the website to access the new system.
- e. Record Retention Update: Brooke shared that she has been getting rid of documents according to the approved record retention schedule. So far, 13 feet of paper has been disposed of. She has another full-sized file cabinet to go through this winter. She also mentioned that all permanent documents need to be scanned into the new system. The board recommended to purchase a scanner to make this process more efficient.

VI. Old Business

- a. Policy approvals: BODP policies (CPE audit, Fiscal policies, Expired license, Provisional license application approval, LN application approval, LRD application approval) were reviewed/ revised at the September 2022 meeting, but were never voted on and approved. Shaundra motioned to approve the updated policies; Janel seconded. Roll call vote: Meredith-yes, Amanda-yes, Shaundra-yes, Nancy-yes, Janel-yes. Motion carried.

VII. New Business

- a. Renewals
 - i. Stephanie Critchley did not complete her 75 CEUs within her 5-year cycle and was put in a remediation program by CDR. Amanda motioned to request materials for an audit of her CEU by October 15th and granting an extension to her license until a decision can be made on the results of the audit; Nancy seconded. Roll call vote: Meredith-yes, Amanda-yes, Shaundra-yes, Nancy-yes, Janel-yes. Motion carried.
 - ii. Gina Hardley did not complete her 75 CEUs with her 5-year cycle and was granted an extension of one year by CDR. Amanda motioned to request materials for an audit of her CEU by October 15th and granting an extension to her license until a decision can be made on the results of the audit; Janel seconded. Roll call vote: Meredith-yes, Amanda-yes, Shaundra-yes, Nancy-yes, Janel-yes. Motion carried.
 - iii. Alyssa Athman lives in ND but is practicing in Minnesota without a license. Brooke asked the board what her responsibility is in reporting this. Shaundra recommended to reach out to the individual to let her know her requirement to be license in the state she works in.
- b. Approval of New Licensees: A list of new licenses given since 10.1.22 was provided. Janel motioned to approve the licenses given; Nancy seconded. Roll call vote: Meredith-yes, Amanda-yes, Shaundra-yes, Nancy-yes, Janel-yes. Motion carried.
- c. Strategic Plan: The strategic plan was updated to reflect goals for 2023. Shaundra motioned to approve updates; Nancy seconded. Roll call vote: Meredith-yes, Amanda-yes, Shaundra-yes, Nancy-yes, Janel-yes. Motion carried.
- d. Budget:

- i. Additional Audit Review Request: More discussion was held on the audit noting the income discrepancy and recommendation to no longer use deferred revenue. Brooke had visited with the auditor without any resolve. The board recommended that she reach out to the Audit manager for more information before seeking outside assistance.
- ii. Investments: Discussion was held regarding CDs and if any of our investments should be changed to benefit from the improved CD rates. Will need to seek advice from AAG regarding requirement for keeping assets in Bank of ND. Brooke will also ask BND what the penalties are for removing money from CDs before maturity date. Shaundra motioned to have Brooke move CD #8925 to a new term with better rates as long as it is less than 5 years; Janel seconded. Roll call vote: Meredith-yes, Amanda-yes, Shaundra-yes, Nancy-yes, Janel-yes. Motion carried.
- iii. Executive Secretary Contract was reviewed by the board. Amanda motioned to pay Brooke \$1167.16 per month for a total of \$14,006.00 annually for FYE 2024; Nancy seconded. Roll call vote: Meredith-yes, Amanda-yes, Shaundra-yes, Nancy-yes, Janel-yes. Motion carried.
- iv. The budget was updated with \$35,350 in projected income and \$34,015 in expected expenditures with a net profit of \$1,335 for FYE 2024. Nancy motioned to approve the 2023-2024 budget; Amanda seconded. Roll call vote: Meredith-yes, Amanda-yes, Shaundra-yes, Nancy-yes, Janel-yes. Motion carried.
- e. Board opening: Discussion was held on possible candidates to fill the consumer position opening. Advised board members to provide names and contact information, and Brooke will email them with information about the position and how to apply.
- f. Board positions: Board members volunteered for the following positions on the board. Amanda motioned to approve the ballot as presented; Shaundra seconded. Roll call vote: Meredith-yes, Amanda-yes, Shaundra-yes, Nancy-yes, Janel-yes. Motion carried.
 - i. Chair – Meredith Wagner
 - ii. LRD Chair – Amanda Ihmels
 - iii. LN Chair – Nancy Overson
 - iv. Fiscal Chair (and authorized signer) – Janel Getz
- g. Licensing Board Training: Wednesday October 25th from 8:15a-5:00p. Training held in Bismarck or virtual. Amanda, Janel, and Brooke plan to attend virtually. Brooke will RSVP board members for the event.

VIII. **Meeting Dates for the coming year:**

- a. Monday, October 30, 2023 @ 9 a.m. via zoom
- b. Monday, February 26, 2024 @ 9 a.m. via zoom
- c. Thursday, September 26, 2024 @ 10 a.m. in Jamestown

IX. **CEU audits** were completed on 11 LRDs and 1 LN. Audit results will be sent to the licensees with any additional follow up requested.

X. **Adjournment** – Meredith adjourned meeting at 4:00 p.m.

Respectfully Submitted,



Brooke Fredrickson, NDBODP Executive Secretary