



**Board Meeting Minutes – 9.26.24**  
**Regular Meeting**  
**10:00 a.m. (CDT)**  
**Jamestown Regional Medical Center, Jamestown ND**

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

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Board Members Present: Meredith Wagner, Amanda Ihmels, Nancy Overson, Janel Getz and Courtney Hoikkala

Also present: Matt Menge (on the phone during discussion of old business)

- I. **Call to Order:** Meredith called the meeting to order at 10:03am
- II. **Procedure for Guests:** There were no guests present.
- III. **Review and Approve Minutes.** Minutes from 2.26.24, 3.18.24, 4.15.24, and 7.15.24 were reviewed. Nancy moved to approve the minutes as presented. Amanda seconded. Motion passed.
- IV. **Financial Reports.** The board reviewed the fiscal YTD profit loss statement, balance sheet and transaction list. Amanda moved to approve financial reports as presented. Janel seconded. Motion passed.
- V. **Correspondence**
  - a. **Odney rate increase.** Brooke reported that Odney will be increasing webhosting rates from \$700 per year to \$1200 per year starting in October 2024.
  - b. **Dietitian Licensing Compact Update.** Brooke shared that she has been meeting monthly with members of the North Dakota Academy of Nutrition and Dietetics (NDAND) Public Policy Panel to discuss the proposed licensing compact. In July, Brooke was notified by a representative from the North Dakota National Guard that they would be pursuing the dietitian licensure compact in the next legislative session. Brooke forwarded the information to the NDAND Public Policy Panel for their review. NDAND plans to provide testimony in support of the compact.
  - c. **ND Workforce Survey.** Brooke received a survey from ND Workforce Development asking questions about our licensing process for out of state licenses. The board discussed the questions and provided input. Brooke will submit the survey on September 27<sup>th</sup>.
- VI. **Old Business**
  - a. **Bailey Holmquest**

- i. The board reviewed requested documentation from Bailey and the North Dakota Insurance Department investigation regarding her alleged insurance fraud. Much discussion was held on the extent of the violations that occurred and possible disciplinary actions. Matt Menge was present on the phone and answered questions of the board. Amanda moved to not approve Bailey Holmquest's license renewal application on grounds of violating ND Chapter 20.5-02-02-01(2) and 20.5-02-02-02(3) as evidenced by the North Dakota Insurance Department case report #24-101 and ongoing Blue Cross Blue Shield of North Dakota investigation resulting in the termination of her provider participation agreement. Janel seconded the motion. Roll call vote: Meredith - yea, Amanda - yea, Courtney - yea, Janel - yea, Nancy - yea. Motion passed.

## VII. New Business

- a. **Approval of New Licensees.** The list of 81 new licensees from 2.15.24 to 9.21.24 was reviewed. Janel moved to approve the new licenses. Courtney seconded. Roll call vote: Meredith – yea. Amanda – yea. Courtney – yea. Janel – yea. Nancy – yea. Motion passed.
- b. **Late Fee Refund Request** – Sandra Poitra requested a late fee refund because she was unable to access the renewal system on 7/31/24 and Brooke was not available to assist her on that day. Discussion was held on expectations for office hours and the responsibility falling on the licensee. The board suggested that future renewal reminders should include that late fees will not be reimbursed for inability to access account or last-minute requests for account access. Nancy moved to reimburse Sandra Poitra \$25 and to have Brooke communicate to her that it is her responsibility to keep her account information up to date. Janel seconded. Roll call vote: Meredith – yea. Amanda – yea. Courtney – yea. Janel – yea. Nancy – yea. Motion passed. *\*Correction – After the meeting, Matt Menge stated that ND Chapter 43-44 does not give the board authorization to provide refunds in any case.*
- c. **Licensing Board Training** will be held October 15<sup>th</sup> in Bismarck. Amanda is planning to attend in-person. Brooke and Courtney are attending virtually. Janel also requested to attend virtually.
- d. **Strategic Plan** was reviewed and no changes were made for the coming year. Nancy moved to approve the 2024 Strategic Plan. Amanda seconded. Roll call vote: Meredith – yea. Amanda – yea. Courtney – yea. Janel – yea. Nancy – yea. Motion passed.
- e. **Executive Secretary Contract.** The Board reviewed and discussed the executive secretary contract. Janel moved to increase salary to \$14,424 to be paid in monthly installments of \$1,202, and also to add a \$500 technology stipend to pay for the phone line and other technology expenses. Amanda seconded. Roll call vote: Meredith – yea. Amanda – yea. Courtney – yea. Janel – yea. Nancy – yea. Motion passed. The board also discussed the cost and limited usage of the fax service. Nancy moved to discontinue the fax number and service. Janel seconded. Roll call vote: Meredith – yea. Amanda – yea. Courtney – yea. Janel – yea. Nancy – yea. Motion passed.
- a. **Budget** for FYE 2025 was updated to show a projected income of \$35,585 and projected expenses of \$38,513 resulting in a net loss of \$2655. Amanda moved to approve the budget as presented. Courtney seconded. Roll call vote: Meredith – yea. Amanda – yea. Courtney – yea. Janel – yea. Nancy – yea. Motion passed.
- f. **Board Appointment.** Brooke was notified that the Governor has reappointed Janel Getz for a second three-year term.

**g. Board Positions.** Meredith opened the floor for nominations for board positions. Discussion was held to keep board positions the same for this year. Ballot – Meredith (Chair), Amanda (LRD Chair), Nancy (LN Chair), and Janel (Fiscal Chair). Janel moved to approve the ballot as presented. Courtney seconded. Roll call vote: Meredith – yea. Amanda – yea. Courtney – yea. Janel – yea. Nancy – yea. Motion passed.

VIII. **Meeting Dates for the Upcoming Year**

- a. Monday, February 10<sup>th</sup> at 10:00am (virtual)
- b. Thursday, September 18<sup>th</sup> at 10:00am in Jamestown, ND.

IX. **CEU Audits** were completed on two LNs and 10 LRDs. Communication will be sent to each of the licensees on the results of their audit.

X. **Adjournment:** Nancy moved to adjourn the meeting, Janel seconded. Motion passed. Meeting adjourned at 3:30 p.m.

**Respectfully Submitted,**



**Brooke Fredrickson, NDBODP Executive Secretary**