



Board Meeting Minutes – 9/18/2025

Regular Meeting

10:00 a.m. (CDT)

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

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

Also present: Brooke Fredrickson, NDBODP Executive Secretary

- I. **Call to Order.** Meredith called the meeting to order at 10:04 a.m.
- II. **Procedure for Guests.** No guests present.
- III. **Review and Approve Minutes.** Amanda moved to approve the minutes from the 2.10.25 and 5.2.25 meetings. Janel seconded. Motion passed.
- IV. **Financial Reports.** The board reviewed YTD profit loss, balance sheet comparison, transactions, and 2024 audit report. Brooke explained that the state is changing their audit process and will no longer charge boards for an annual financial review. Amanda moved to accept the financial reports as presented, Nancy seconded. Roll call vote: Janel – yea, Nancy – yea, Courtney – yea, Amanda – yea, Meredith – yea. Motion passed.
- V. **Correspondence**
 - a. Dietitian Licensing Compact Update. Brooke explained that the compact has met the seven-state requirement for enactment and is moving forward with setting up the commission. There was an informational meeting on July 31st for the delegates. The first inaugural in-person meeting will be held in Kentucky on November 18th. Brooke will be requesting funding from the board to attend the meeting.
 - b. New Legal Counsel. Matt Menge is no longer representing our board. Ashley Roll has been assigned to our board.
 - c. OnSharp Webhosting. Our former webhosting company (Odney) has “joined forces” with OnSharp out of Fargo, ND. They have taken over the webhosting contract for ndbodp.com. The annual cost for webhosting is now \$1200, plus the cost of any requested changes to the website.
- VI. **Old Business**
 - a. **Bailey Holmquest.** She appears to be advertising herself as a nutritionist in North Dakota after her LRD renewal application was denied last year. Brooke will reach out to Ashley Roll to see if she should be notified that the title of nutritionist cannot be used unless licensed by our board.

- b. **Demetrius Edwards Anderson.** His case remains in civil litigation. He has not yet applied to renew his license this year. Legal counsel suggested to allow his license to expire. Brooke will document discipline in his file.

VII. New Business

- a. **LN Application Transcripts.** Our current LN application only asks for transcripts for the masters or doctorate degree. Many times, Brooke is having to request an undergraduate degree as well to prove the life sciences requirement. The board suggested that Brooke have Big Picture change the wording on the application to include the submission of both undergraduate and graduate degrees.
- b. **Admin Rule Updates.** Brooke provided a working document of potential changes to the admin rules, including physical address, removing old verbiage that no longer applies, removing provisional exam passage fee, and clarifying the CEU verification requirement for lapsed licenses. There was also discussion about the future of the LN position on the board since there are a limited number of LNs living in North Dakota.
- c. **Website Updates.** Brooke presented suggested changes to the website including a better way to organize meeting minutes and a calendar plugin connected to email for automatic posting. There was also discussion about removing personal phone numbers and emails of board members. She will request quotes from OnSharp and bring back to the board.
- d. **Approval of New Licensees (2.1.25-9.15.25).** Discussion was held on the increasing number of out of state dietitians seeking licensure in North Dakota. There were 98 new licenses approved since February. Nancy moved to approve new licensees, Janel seconded. Roll call vote: Janel – yea, Nancy – yea, Courtney – yea, Amanda – yea, Meredith – yea. Motion passed.
- e. **Strategic Plan.** Reviewed and updated to include participation in the dietitian compact.
- f. **Executive Secretary Contract.** The board made changes to the contract to include addition of duties as delegate to the compact commission. Amanda made motion to increase annual salary to \$14,868 in monthly installments of \$1239, Courtney seconded. Roll call vote: Janel – yea, Nancy – yea, Courtney – yea, Amanda – yea, Meredith – yea. Motion passed.
- g. **Budget.** The board completed the annual budget with an estimated income of \$40,800 and expenses of \$37,337, showing a net income of \$3463. The board suggested adding a line item to track compact commission travel and administrative expenses. Janel moved to approve the 2025-2026 proposed budget, Amanda seconded. Roll call vote: Janel – yea, Nancy – yea, Courtney – yea, Amanda – yea, Meredith – yea. Motion passed.
- h. **Board appointment for LN position.** The Governor’s office has received an LN application; however, that person has not yet been appointed. Brooke will notify the board once this has taken place.
- i. **Board Elections.** A nomination from the floor was for board members to remain in their current positions. Chair – Meredith, LRD Chair – Amanda, Fiscal chair – Janel, and LN Chair – Nancy until she is replaced by the new LN board member. Nancy made a motion to approve the ballot as presented, Amanda seconded. Roll call vote: Janel – yea, Nancy – yea, Courtney – yea, Amanda – yea, Meredith – yea. Motion passed.
- j. **CEU Audits.** Audits were completed. There were two audits that did not meet the CEU reporting and documentation requirements. Legal counsel and licensees will be notified of results.

VIII. Meeting Dates for the Upcoming Year

- a. December 4, 2025 @ 9:00 a.m. via Teams

- b. January 22, 2026 @ 9:00 a.m. via Teams
- c. September 17, 2026 @10:00 a.m. in Jamestown

IX. Adjournment: Janel moved to adjourn the meeting, Amanda seconded. Meeting adjourned at 2:00 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Brooke Fredrickson", written in a cursive style.

Brooke Fredrickson, NDBODP Executive Secretary