



Board Meeting Minutes – 1/22/2026
Virtual Regular Meeting
9:00 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, Meredith Wagner, Heidi Voller
Also present: Brooke Fredrickson, NDBODP Executive Secretary

- I. **Call to Order.** Meredith called the meeting to order at 9:01 a.m.
- II. **Procedure for Guests.** No guests present.
- III. **Review and Approve Minutes**
 - a. 12.4.25 – Amanda moved to approve minutes, Janel seconded. Motion passed.
- IV. **Financial Reports**
 - a. Profit Loss YTD
 - b. Transaction List 12.1.25-1.15.26
 - i. Amanda moved to approve financial reports, Meredith seconded. Motion passed.
- V. **Correspondence**
 - a. **Dietitian Compact Commission Update.** Brooke shared that the compact commission meetings have been on hold since they still have not elected a Secretary and Treasurer. There is an executive committee meeting tomorrow to call for nominations and review potential funding sources. The next full commission meeting will be held on February 20th for election of officers.
 - b. **ND Secretary of State Statement of Interest Requirement.** The ND legislature passed a bill requiring all elected and appointed officials to complete a conflict-of-interest questionnaire. The email and link were sent out to board members to be completed by January 31st.
- VI. **Old Business**
 - a. **Website Hosting.** Brooke has been in contact with North Dakota Information Technology about possibly hosting our website. The rates provided are unclear. Brooke will request more information. Meredith suggested reaching out to other licensing boards to find out who they use for webhosting.

- b. **Admin Rule Updates.** Brooke reviewed suggested changes to our admin rule. Amanda suggested adding fines for disciplinary action taken by the board due to the time assigned to these cases. Brooke will check with our legal counsel to see if this is a possibility to do in rule or if it needs to be done through the statute. Discussed waiting until the dietitian compact is in effect to make admin rule changes, which would likely be in the 2029 legislative session.

VII. New Business

- a. **LN Application – Amanda Phillips.** Amanda applied for licensure as an LN and the board confirmed that Amanda did not submit adequate documentation for supervised practice experience. Brooke will notify licensee and update board as needed.
- b. **Licensee Stats and Approval of New Licenses (12.1.25-1.15.26).** Brooke shared information on the 28 new licensees since December. Amanda moved to approve the licenses granted from 12.1.25-1.25.26, Meredith seconded. Roll call vote: Meredith – yea, Heidi – yea, Courtney – yea, Amanda – yea, Janel – yea. Motion passed.
- c. **Conference Presentation for Licensees.** NDAND conference schedule is full. Discussion held on hosting a webinar for all licensees to review the statute, rules, continuing education audit and complaint processes. Brooke will work on presentation to be held in June. Meredith and Amanda volunteered to help.
- d. **LN CEU Guidelines Update.** Brooke updated the 2020 CEU guidelines on the website with the current language from the admin rules. Meredith moved to approve the updated guidelines, Janel seconded. Roll call vote: Meredith – yea, Heidi – yea, Courtney – yea, Amanda – yea, Janel – yea. Motion passed.
- e. **Add Dietitian Compact to website.** Brooke suggested adding information on the dietitian compact to the NDBODP website. Discussed held to add a page dedicated to the compact with information from our board and a link to the compact website.
- f. **Other: Meredith's 2nd term is ending in August.** Brooke will send out an email to all resident licensees in April notifying them of the upcoming board vacancy.

VIII. Adjournment: Meeting was adjourned at 10:03 a.m.

Respectfully Submitted,



Brooke Fredrickson, NDBODP Executive Secretary