



Board Meeting Minutes – 9/17/2026
Regular Meeting
Jamestown Regional Medical Center, Jamestown ND
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, Brenna Swanson, Heidi Voller (via Teams)

Also present: Brooke Fredrickson (Executive Secretary), Ashley Roll (Legal Counsel)

- I. **Call to Order.** Amanda called the meeting to order at 10:12 a.m.
- II. **Procedure for Guests.** No guests present.
- III. **Review and Approve Minutes**
 - a. 5.22.26 – Janel moved to approve minutes, Courtney seconded. Motion passed.
- IV. **Financial Reports**
 - a. Financial Review 2025: Remains in queue with the state. Not yet completed.
 - b. Profit loss, balance sheet, and transactions were reviewed. Janel moved to approve financial reports, Courtney seconded. Roll call vote: Amanda -yea, Janel – yea, Courtney – yea, Brenna – yea, Heidi – yea. Motion passed.
- V. **Correspondence**
 - a. **Dietitian Compact.** Brooke gave an update on the progress of the compact. The data system has been selected. The compact fee has been set at \$25 per privilege. The rules committee is working on creating rule for the commission. The compact is expected to be ready for use sometime in 2027.
 - b. **Licensing Board Training.** The annual training for board members is 10/22/26. Brooke asked board members to let her know if they would like to attend as RSVP is required by 9/25/26.
- VI. **Old Business**
 - a. **Complaint – Jenna Bernhardt.** The board reviewed her website. She has added a disclaimer that she does not provide MNT or treat disease; however, her advertising still indicates that she can treat “PCOS, PMS, perimenopause and menopause, prediabetes, type 2 diabetes, insulin resistance, digestive concerns, bloating, constipation, fatigue, stress, mood fluctuations, cholesterol, blood pressure, inflammation, or blood sugar regulation.” Ashley reported that letters were sent to Jenna, and Ashley visited with the county attorney about this case, which they have chosen not to pursue.

- b. **Marcie Vaske update.** Brooke shared that Marcie has applied for renewal. She did not indicate on her renewal application that she was a CNS. Brooke reached out to Marcie and she has not yet completed her supervised practice hours, which must be done by 12/10/26. Much discussion was held on whether her license should be renewed with conditions based on the new information provided to our board. Ashley asked that her initial application documents be sent to her for review. The case was tabled until the next meeting.
- c. **Licensing Webinar.** The board held an information webinar on June 15th for all licensees, and it was well attended. The slides and recording are on our website. We have received a request to offer CEU credit for this event in the future. Discussion was held if it will be an annual event or only if there are changes to our law or rules. Will revisit the topic next spring.

VII. New Business

- a. **Stats and New License Approvals.** There were 156 new licenses granted since 1/15/26 (5 nutritionists and 151 dietitians). Eleven of them reside in ND; the rest are out-of-state. Discussion was held on the increase in out-of-state dietitians seeking licensing in ND. Janel moved to approve the licenses, Brenna seconded. Roll call vote: Amanda -yea, Janel – yea, Courtney – yea, Brenna – yea, Heidi – yea. Motion passed.
- b. **Background Checks.** Brooke has begun the process with BCI to be able to conduct background checks on our licensees, as background checks are a requirement for participation in the Dietitian Compact. Discussion was held on who we should require background checks for, the fees associated, and criteria for passing a background check. Brooke will seek more information and report to the board.
- c. **Compact Fees.** The board reviewed the guidance for fee setting from the Dietitian Compact Commission. Courtney moved to set the state fee at \$50; Janel seconded. Roll call vote: Amanda -yea, Janel – yea, Courtney – yea, Brenna – yea, Heidi – yea. Motion passed.
- d. **LN applicant Michael Mlarnik.** The board reviewed the supervised practice documentation submitted, noting that it lacked the requirements. Brooke has been in communication with the applicant about gathering the missing documentation.
- e. **Admin Rule Changes.** The board reviewed and discussed potential changes to the admin rule. Suggested changes include board contact information, transcripts, compact requirements, lapsed licenses, and fees. Plans are to submit proposed updates to Legislative Council next spring. Brooke will work with Ashley on document language.
- f. **Strategic Planning.** The strategic plan was reviewed. Dates were updated. No other changes were made.
- g. **Executive Secretary Contract.** Brooke reported that time requirements have changed since implementing the licensing software and joining the dietitian compact. The board discussed changing the time estimates to 255 hours annually and increasing the hourly rate to \$60/hour for any additional time over the 255 hours. The board also decided to increase the executive secretary salary to \$15,420 per year paid as \$1285 per month. Brenna moved to approve the changes to the executive secretary contract; Janel seconded. Motion passed.
- h. **2026-2027 Budget.** The board discussed the budget for the coming fiscal year estimating a \$14,766.53 surplus. Janel moved to approve the 2026-2027 budget; Courtney seconded. Motion passed.

- i. **Board Elections.** The following board members were nominated for positions: Amanda – chair, Janel – LRD chair, Courtney – Fiscal chair, and Heidi – LN chair. Brenna moved to accept the nominations for board positions; Heidi seconded. Motion passed.

VIII. Upcoming Meetings

- a. 9/28/26 @ 2pm (virtual)
- b. 10/19/26 @ 9am (virtual)
- c. 11/30/26 @ 1pm (virtual)
- d. 1/11/27 @ 1pm (virtual)
- e. 9/16/27@ 10am in Bismarck

IX. Adjournment: Meeting was adjourned at 4:30 p.m.

X. CEU Audits

Respectfully Submitted,



Brooke Fredrickson, NDBODP Executive Secretary