

North Dakota Board of Dietetic Practice Meeting
Wednesday, May 14, 2015
Noon (CDT)
Teleconference

Board Members Present: Georgianna Walker, Rita Ussatis, Kathy Larson, Vanessa Hoines, and Brooke Fredrickson

Also present was Pat Anderson, NDBODP Executive Secretary.

I. Call to Order

Chair Larson called the meeting to order at noon.

II. Approve Agenda

Larson asked for any updates to the agenda. Anderson added under correspondence an email received on May 12 from Bev Benda. Fredrickson moved to approve the agenda; Ussatis seconded the motion; motion passed.

III. Approval of April 9, 2015 Minutes

The minutes were approved as distributed.

IV. Procedure for Guests at Board Meetings

There were no guests so it was not necessary to discuss.

V. Correspondence

a. NDAND Thank you (copy had been emailed to Board Members)

A thank you was sent to BODP from NDAND for generously supporting their conference with the sponsorship provided to them.

b. AAG Letter

A copy of the April 10, 2015 letter sent to Dale Burke by Edward Erickson dismissing the complaint against Ms. Anderst was provided to the Board.

c. Benda Email

Benda emailed Anderson concerning a complaint that she filed to NDBODP last year and referenced the March 2014 BODP minutes whereby she had read that the complaint had been discussed. She referenced the minutes in that she was supposed to have been contacted by BODP to give permission to forward her concerns to the Bismarck Academy and stated that she had not been contacted. She indicated that she gives BODP permission to contact the Bismarck Academy. Action: Walker will respond to Benda in the next week.

VI. Financial Reports

- a. Balance Statement as May 7, 2015 (report was distributed)**
- b. FY 2015 Y-T-D Profit/Loss Statement (report was distributed for Oct. 1, 2014 – May 7, 2015)**
- c. Expense to Budget Report/Budget Review (report was distributed)**

Anderson stated that with the addition of the online renewal process and credit card processing there will be online fees and banking fees. Walker moved to increase the Website line item by \$100 to cover the online fee (increases from \$625 to \$725); Hoines seconded the motion; the motion passed. Ussatis moved to add a Bank Fees line item and to budget \$400 in this line item; Walker seconded the motion; the motion passed.

- d. Transaction Detail for Administrative Expenditures Oct. 1, 2014 – May 7, 2015**

Anderson provided a transaction detail report October 1, 2014 – May 7, 2015 for the Board to review. There were no costs identified as inappropriate.

- e. Customer Sales Report FY 2016**

Anderson presented the customer sales (income from licensure fees) report for October 1, 2014 – May 7, 2015.

- f. Financial Reserves**

Anderson reported that our financial reserves are on the balance sheet under CD investments (6 CDs). There are ample funds in checking for operational funds and it will not be necessary to use our financial reserves. The CDs are not restricted and can be used for general operating expenses.

VII. New Business

- a. Strategic Plan Review**

The strategic plan was reviewed; no changes were made to the plan. Action: Anderson will put all policies and procedures on jump drives and distribute at the fall NDBODP meeting.

- b. Comprehensive Regulatory Training (CRT)**

Anderson provided information regarding a CRT that will be held August 28th in Bismarck. She spoke with Edward Erickson regarding the training and he recommended that Anderson attend since she is the Executive Assistant of the Board and at least one board member. Tentatively Larson and Anderson will attend. Walker moved that BODP send individuals to the CRT and that BODP pay their registration fee; Fredrickson seconded the motion; the motion passed. Action: Anderson will email Barbara Arango to let her know that BODP plans to send two individuals.

- c. Renewal Letters and Applications**

Anderson provided a draft of the renewal letters and applications. The renewal applications will be mailed before the end of the month. The online renewal process was discussed; an updated browser and flash software is necessary to successfully engage the application. Information will be placed on the website regarding this. Anderson showed the electronic license that she

developed. Permission has been received from Al Jaeger to use the Great Seal of ND on the license. Anderson proposed that BODP do away with the individual licensure cards and instead email to licensees the electronic license and license letter. The renewal application specifically asks for the email address to be listed for emailing of the license. The Board stated that the license looked nice and that we should use the electronic license to email to licensees.

d. Dietetic Update Articles

May Issue – Walker will be emailing her article to Brianna Wanner by this Friday. Pat will email to Brianna information regarding license renewals, the addition of an online process, credit card payment process, and an electronic license. August Issue – Kathy is working on an article concerning health coaching. November Issue – tentatively Kathy and Pat will write an article concerning the CRT if there is pertinent information to share. More discussion of this can be planned at the September BODP meeting.

e. Term Expiration – Georgianna Walker

Walker will complete her second term on 8/31/2015 so she no longer can serve on the Board.

Action:

- 1) Anderson will contact the President of the ND Academy of Nutrition and Dietetics to let the Academy know of the opening and to ask them if interested to submit nominees to the Governor's office.
- 2) Anderson will contact Wendy Mankie, Kristin Leibel, Jane Myers, and Brenna Swanson to determine if they would like to be nominees and if so to submit their names to the Governor's office.

VIII. Next Meeting

The next meeting will be on Wednesday, September 16, 2015 in Bismarck at 10:30 a.m. The location is yet to be determined.

The meeting was adjourned at 1:10 pm.

Respectfully Submitted,



**Pat Anderson, LRD, RD
NDBODP Executive Secretary**