

**NDBODP Board Meeting Minutes – 9.21.17**  
**Jamestown Regional Medical Center**  
**2422 20<sup>th</sup> St SW – Board Room 4**  
**Jamestown ND**  
**10 a.m. (CDT)**

**Mission Statement:** To protect the public and ensure compliance with the ND Century Code Chapter 43-44.

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Present – Brooke Fredrickson, Beth Viland, Wendy Mankie, Linda Schloer, and Shaundra Ziemann-Bolinske. Also present was Pat Anderson, NDBODP Executive Secretary

**I. Call to Order**

Chair, Brooke Fredrickson called the meeting to order at 10:15 a.m.

**II. Procedure for Guests**

Joan Enderle was present as a representative of the NDAND. Brooke Fredrickson reviewed the procedure for guests.

**III. Welcome to New Board Member**

Shaundra Ziemann-Bolinske has been appointed for a 3 year term by Governor Burgum to serve in the consumer position on the board. The paperwork has just been sent to Shaundra so the appointment will be official once the paperwork is signed/notarized. Shaundra will not be able to vote until the paperwork has been completed.

**IV. Approval of Minutes from 4.28.17**

Linda Schloer moved to approve the minutes as distributed; Beth Viland seconded the motion. Those voting to approve the minutes were Brooke Fredrickson, Beth Viland, Wendy Mankie, and Linda Schloer.

**V. Agenda Review**

Brooke Fredrickson requested to add on the agenda a correspondence question from Sharon Solum at Essentia Health. The item will be added under correspondence.

**VI. Correspondence Updates**

- a. Response to Jane Myers (title use for limited license) – The Commission on Dietetic Registration recommends that this category of dietitian refer to themselves as “provisionally licensed dietitian” or “registration eligible dietitian”. The titles should not be abbreviated in any way and are only acceptable when written out in full. This information has been placed on the NDBODP web site under FAQ.

- b. Brooke Fredrickson will respond to the email from Sharon Solum from Essentia Health. Sharon Solum has asked if a CDE may perform interpretation and report for CGM results.

**VII. Financial Reports**

- a. Balance Statement as of September 15, 2017 – Pat Anderson provided the unaudited Sept. 15, 2017 balance statement.
- b. FY 2017 Profit/Loss Report – Pat Anderson presented the Oct. 1, 2016 – Sept. 15, 2017 unaudited profit loss statement (Income - \$23,398 and Expenses - \$16,012). A few more expenses are pending for the meeting today.
- c. Projected Profit/Loss for FY 2017 – estimated around \$7000 for a net profit.
- d. Transaction Detail by Account Report for FY 2017 – A sales report was presented with names of licensees and amounts paid and the check register for October 1 – Sept. 15, 2017. All disbursements had been approved by the fiscal chair and there were no questioned costs or findings. Beth Viland moved to receive, approve and file the unaudited financial reports; Linda Schloer seconded the motion. Those voting to approve the motion were Linda Schloer, Beth Viland, Wendy Mankie, and Brooke Fredrickson.
- e. Reserves – Pat Anderson presented information on the CD reserves at the Bank of North Dakota. The reserves have been designated for general operating expenses.
- f. CNA Surety (Bonding Premium) – The board has a dishonesty bonding policy for a 3 year period. The policy comes due on October 21, 2017. The premium is \$532.95 and will be paid.
- g. Financial Audit – Two bids will be solicited for the financial audit. Linda Schloer moved to accept the lower bid; Wendy Mankie seconded the motion. Those voting to approve the motion were Linda Schloer, Beth Viland, Wendy Mankie, and Brooke Fredrickson.

**VIII. New Business**

- a. FARB Meeting – Brooke Fredrickson attended a 1 day FARB training in July and she shared the following information from the training:
  - A lot of the licensing boards have in their consumer position an attorney
  - The purpose of licensing boards is to protect the public, not to advance the trade
  - You need to embrace an overlap of scope of practice in different practice acts and not fight it
  - You need to have a mission and a purpose
  - Incomplete applications should be sent back
  - The attestation statement needs to include that the person applying for licensure actually completed the application and not someone else.
  - It was suggested to include on the application what information would be public and what is nonpublic.

- It was recommended to have a photo on the initial application.
- Board position openings should be posted on the web site and the positions should not be handpicked. Discussion was held that when we send the renewal notices out that information could be supplied to licensees at that time that a board position is open.
- It was suggested to hold board meetings on college campuses so students could witness a meeting.
- It was suggested to have a new licensee orientation (i.e. on your website).
- You should have a policy for reserve funds.
- The board should have internal working policies.
- Legal counsel should be present at all meetings.
- State employees may take sides on positions if not doing on state work time.
- If you have social media present get legal counsel about it.
- Roll call on votes should be done and recorded.
- In the distant future we need to have our website accessible for the hearing impaired or disabilities.
- Complaints are public and names should be listed in the minutes.
- Legislators prefer reference to specific statutes so this should be used when proposing legislative changes.
- Policies need to be in place on what you have delegated to your Executive Secretary to carry out.
- Boards should confirm issuance of licenses (i.e. new licensees and dietitians that have completed their 5 year cycle). A schedule could be set up to review these on the 15<sup>th</sup> of the month. Criteria should be set up.
- Inactive status was recommended for licensees that have not renewed their license (NDBODP has this in place).
- Define accredited in your practice act.
- Other boards in ND require a state licensing exam.
- NDBODP can be a member of FARB for \$150.
- Publish unapproved minutes and watermark with DRAFT until they are approved and list as unapproved.

Action: 1) The LRD chair and the LN chair will review our policies for delegation of approving of applications and propose to the board how confirmation of licenses could be done. 2) A FARB membership will be obtained. 3) Pat will check with legal counsel regarding the publishing of unapproved minutes on the web site and the need for a photo ID with the initial application since notarization is required of the signature and a photo ID requested at that time.

- b. Strategic Plan Review – the strategic plan was reviewed and the following items proposed for change. Under board management it was recommended that the strategic plan and policies and procedures should be reviewed and updated ongoing rather than annually. Linda Schloer moved to approve the strategic plan with these changes; Beth Viland seconded the motion. Those voting to approve the motion were Beth Viland, Linda Schloer, Brooke Fredrickson and Wendy Mankie.
- c. Elections
  - Brooke Fredrickson nominated Linda Schloer for board chair; Wendy Mankie seconded the motion. Additional nominations were asked for three times and there were none. Those voting to approve Linda Schloer as board chair were Brooke Fredrickson, Beth Viland, Wendy Mankie, and Linda Schloer.
  - Brooke Fredrickson nominated Wendy Mankie for LRD chair; Linda Schloer seconded the motion. Additional nominations were asked for three times and there were none. Those voting to approve Wendy Mankie as LRD chair were Brooke Fredrickson, Beth Viland, Wendy Mankie, and Linda Schloer.
  - Beth Viland nominated Shaundra Ziemann-Bolinski as the fiscal chair as soon as the governor’s office has officially approved her board position; Wendy Mankie seconded the motion. Additional nominations were asked for three times and there were none. Those voting to approve Shaundra Ziemann-Bolinski as fiscal chair were Brooke Fredrickson, Beth Viland, Wendy Mankie, and Linda Schloer.

The board took a break for lunch at noon and resumed the board meeting at 12:50 p.m.

- d. Executive Secretary Contract – Linda Schloer moved to give a 3% raise to Pat Anderson for a monthly salary of \$1040.30 and annual salary of \$12,483.60. Beth Viland seconded the motion. Those voting to approve were Brooke Fredrickson, Beth Viland, Wendy Mankie, and Linda Schloer.
- h. FY 2018 Budget – The 2018 budget was discussed. Linda Schloer moved that a membership to FARB be included in the budget; Wendy Mankie seconded the motion. Those voting to approve the motion were Linda Schloer, Beth Viland, Wendy Mankie, and Brooke Fredrickson. Linda Schloer moved to approve the budget as discussed: Income - \$24,000 (Fees - \$23,600, Checking Interest - \$20, Investment Revenue - \$400); Expenses - \$27,563.60 (Board Education - \$2500, Legal Fees - \$4000, Liability Insurance - \$1,200, Meetings - \$2000, Miscellaneous - \$300, E.S. Mileage - \$150, ES Salary - \$12,483.60, Accountant Services - \$2000, Bank Fees - \$600, Postage - \$400, Printing - \$450, Telephone - \$180, Website - \$1000, Supplies - \$300). Wendy Mankie seconded the motion. Those voting to approve the motion were Linda Schloer, Beth Viland, Wendy Mankie, and Brooke Fredrickson.

- i. *Dietetic Update* Topics – Joan Enderle will contact the NDAND Executive Secretary to keep NDBODP informed of submission dates for articles. Suggested topics included 1) code of ethics and letting your employer know if you are selling supplements (Brooke – this fall), 2) why social security number and date of birth is requested on licensure applications (Pat – spring), 3) The application approval process and if procedural things, 4) Board of directors information, complaint process and contact information, and 5) what the difference is between a licensed nutritionist and nutritionist in the state of ND.
- j. Service gift for Vanessa Hoines – Linda Schloer moved that a \$100 gift card of Vanessa’s choice be given as a service gift; Beth Viland seconded the motion. Those voting to approve the motion were Linda Schloer, Beth Viland, Wendy Mankie, and Brooke Fredrickson.

**IX. Next Meeting** – TBD. It was proposed to meet with some of the NDAND board to discuss issues with the practice act. Joan Enderle will communicate to the NDAND board and have them check into a model practice act. Tentatively we will strive for the first week in December.

**X. Adjourn** – Linda Schloer moved to adjourn the meeting; Wendy Mankie seconded the motion. Those voting to approve the motion were Linda Schloer, Beth Viland, Wendy Mankie, and Brooke Fredrickson. The meeting was adjourned at 1:40 p.m.

**Respectfully Submitted,**



**Pat Anderson, NDBODP Executive Secretary**