

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

Call to Order: April 25, 2024, at 9:00 a.m.
NDBON Board Conference Room: 919 S 7th Street, Suite 504, Bismarck, ND and Video Conference

Roll Call: Quorum declared with 9 members present.

Kevin Buettner, APRN Member, President	Sarah Friestad, LPN Member
Wendi Johnston, LPN Member Vice President	Maggie Seamands, RN Member
Jamie Hammer, RN Member, Treasurer	Dana Pazdernik, RN Member
Cheryl Froelich, Public Member	Joseph Vetter, RN Member
Melodi Krank, RN Member	

Staff Present:

Stacey Pfenning, APRN, Executive Director	Melissa Hanson, RN, Associate Director for Compliance
Tammy Buchholz, RN, Associate Director for Education	Michael Frovarp, Accounting/Licensure Specialist
Kyle Martin, Associate Director for Operations	Corrie Lund, RN, Associate Director for Practice
Sam Breen, RN, Nursing Consultant	
Maureen Bentz, RN, Director for Administrative Services and Licensing	
SAAG: <i>Nicholas Simonson available for select agenda items.</i>	

Other individuals were present for all or portions of the meeting.

Agenda Item	Discussion	Motion	Roll Call Vote
1.1 Conflict of Interest Statement	President Buettner provided a summary of the ND Ethics Commission conflict of interest law and rules.		
1.2 Consent Agenda	Reviewed the consent agenda as distributed.	Krank motioned; Pazdernik seconded: Adopt the consent agenda as presented.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
1.3 Agenda-revise, reorder, additions, adoption	Reviewed agenda. Considered amendments as suggested by staff.	Hammer motioned; Krank seconded: Approve the agenda with the following edits: remove 4.3 FC Draft Minutes; remove 5.5.1 Education Annual Report; add 6.6 Consideration of APRN Applicant-McIntyre.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
1.4 Public Forum 9:15-9:30 am	No public forum testimony.		
2.2 Regular meeting Minutes – January 25, 2024	Reviewed draft January 25, 2024, regular board meeting minutes. No corrections identified.	Hammer motioned; Seamands seconded: Approve the January 25, 2024,	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes;

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

		Regular Board meeting minutes as distributed.	Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
4.1 Strategic Plan Progress Report-July-December 2023	Reviewed the July-December 2023 strategic plan progress report.	Johnston motioned; Vetter seconded: Accept the July - December 2023 Strategic Plan Progress Report as distributed.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
4.2 Financial statements and reserve fund FY 2024	Treasurer Hammer provided an overview of the FY 2024 income and expenses, financial statements, and reserve funds. Noted lower than anticipated endorsements and visa retrogression for internationally educated nurses both impacting the income. Expenses impacted by reduced data migration costs as staff assumed work originally outsourced and addition of an FTE January 2024.		
The NDBON Finance Committee (FC) met April 23, 2024, to review charges and make recommendations related to the FY 2025 budget (items 4.4 - 4.8).			
4.4 Reserve Fund	Treasurer Hammer provided an overview of the reserve fund balance and forecasting which included expense and income assumptions and limitations. Pertinent documents provided. Discussed the FC recommendation to maintain a reserve fund balance of 30% of operating expenses at the end of each FY. Rationale included: 1) assumption of reduced income from endorsements and initial licenses as states continue to join the NLC (profound impact once MN joins); 2) future implementation of the APRN Licensure Compact; 3) need for available funds for potential discipline hearings or litigation; 4) continued inflations in operating expenses (financial audits, legal counsel, FTE).	FC motioned; Krank seconded: Accept the Finance Committee recommendation to retain a 30% reserve fund balance at the end of each fiscal year. Should the reserve fund balance fall beneath the 30% threshold, the Board shall evaluate and consider a licensure fee increase to restore funds to the stipulated level.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
4.5 Proposed income FY 2025 (fee schedule)	Treasurer Hammer provided an overview of the proposed FY 2025 income. Pertinent documents provided for review. The FY 2025 fee schedule recommendations (with SAAG Simonson review) included: 1) adjustments to CHRC processing fees and ATD program monitoring fees; 2) addition of notary administrative fees; 3) administrative fees for the addition of APRN role and/or population foci; 4) deletion of short-term clinical education fee to align with 2024 NPA repeal.	FC motioned; Johnston seconded: Accepts the Finance Committee recommendation to approve the proposed income for FY 2025 and the revised Fee Schedule.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

4.6 Proposed expenses FY 2025 (salary, nursing education loan categories)	Treasurer Hammer provided an overview of the proposed FY 2025 expenses. Pertinent documents provided for review. Discussed recommendations related to expenses, including legislative monitoring for the 69th session, updates to the Board conference room, and categories specific to the nursing education loan and staff salary.	FC motioned; Vetter seconded: Accept the Finance Committee recommendation to approve the proposed expenses for FY 2025 to include the SAAG Simonson Legislative monitoring fee; updates to the Board Conference room; Nursing Education Loan and salary categories as proposed.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
		FC motioned; Pazdernik seconded: Accept the Finance Committee recommendation to approve the Nursing Education Loan disbursement of \$100,000 in FY 2025 to reflect fees received in FY 2024 plus additional funds reflecting a portion of the remaining balance from the reduced disbursements FY 2021.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
4.7 Fixed assets FY 2025	No discussion.		
4.8 Proposed budget FY 2025	The FC proposed FY 2025 budget to include designation for nursing education loan. Pertinent documents provided to the Board for review.	FC motioned; Krank seconded: Accept the Finance Committee recommendation to approve the final proposed budget for FY 2025: <u>\$1,992,575</u> projected income and <u>\$1,942,995</u> projected expenses which includes <u>\$87,000</u> designated for nursing education loans.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
The Nursing Education Committee (NEC) met April 11, 2024, to deliberate on nursing education program items and provide recommendations (items 5.1 – 5.4).			
5.1.1 University of Jamestown, BSN Program, hybrid onsite survey for continued full approval.	During the January 11, 2024, NEC meeting, staff reported they completed a full onsite hybrid survey review of the University of Jamestown (UJ), BSN program in November 2023 for consideration of continued full approval. NEC members reviewed the final survey report with findings and staff recommendations for approval. Upon conclusion of the January 11, 2024, NEC meeting, staff were contacted by the UJ nurse administrator and notified that a faculty member identified as being fully qualified during the survey, was not academically	NEC motioned; Johnston seconded: Accept the Nursing Education Committee recommendation to: 1. Find the University of Jamestown Baccalaureate Degree Nursing Education Program in substantial compliance with ND Administrative Code 54-03.2. Standards for Nursing Education Programs; and	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

	<p>qualified. The nurse administrator and UJ leadership responded by following institutional policy and procedure to address the finding. The nurse administrator provided revised survey reports on February 9, 2024, after the matter was resolved at the institution.</p> <p>After reviewing the revised survey reports and conducting additional interviews with the nurse administrator and UJ leadership team, surveyors did not identify any issues of non-compliance or partial compliance with the Nineteen NDAC applicable Standards examined for the BSN program survey.</p> <p>The NEC met on April 11, 2024, to review the revised final survey report with findings and staff recommendations for approval. The NEC has made a recommendation for the NDBONs consideration. Supporting documents were provided. Dr. Kim Ash, nurse administrator and Dr. Paul Olson, Provost, were in attendance for questions.</p>	<p>2. Grant continued full approval of the University of Jamestown Baccalaureate Degree Nursing Education Program until January 2029; and</p> <p>3. Require a Paper/Interim Survey of the University of Jamestown Baccalaureate Degree Nursing Education Program in October 2028.</p>	
<p>5.1.2 University of Jamestown, ASN and DEMSN Programs, hybrid onsite survey for initial approval.</p>	<p>During the January 11, 2024, NEC meeting, staff reported they completed a full onsite hybrid survey review of UJ, ASN and DEMSN programs in November 2023 for consideration of initial approval. NEC members reviewed the final survey report with findings and staff recommendations for approval. Upon conclusion of the January 11, 2024, NEC meeting, staff were contacted by the UJ nurse administrator and notified that she had learned that a faculty member identified as being fully qualified during the survey, was not academically qualified. The nurse administrator and UJ leadership responded by following institutional policy and procedure to address the finding. The Nurse Administrator provided revised survey reports February 9, 2024, after the matter was resolved at the institution.</p> <p>After reviewing the revised survey reports and conducting additional interviews with the nurse administrator and UJ leadership team, surveyors did not identify any issues of non-compliance with the applicable NDAC Standards examined for the ASN</p>	<p>NEC motioned; Pazdernik seconded:</p> <p>Accept the Nursing Education Committee recommendation to:</p> <p>1. Find the University of Jamestown Associate and Direct Entry Master's Degree Nursing Education Programs in substantial compliance with ND Administrative Code 54-03.2. Standards for Nursing Education Programs; and</p> <p>2. Grant initial approval of the University of Jamestown Associate and Direct Entry Master's Degree Nursing Education Programs until July 2025; and require an onsite survey in Spring 2025; and</p> <p>3. Require the University of Jamestown Associate and Direct Entry Master's Degree Nursing Education Programs Nurse</p>	<p>Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried</p>

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

	<p>and DEMSN programs survey. Two issues of partial compliance were identified.</p> <ul style="list-style-type: none"> • NDAC 54-03.2-02-04. Nursing education program consistency with sponsor institution. Surveyors concluded partially met. Program and sponsor institution policies related to recruitment and promotion are congruent but were not followed as written. • NDAC 54-03.2-03-01. Administrator responsibilities. Surveyors concluded partially met. The nurse administrator did not fully provide oversight of faculty recruitment and promotion. The nurse administrator verified the experiential qualifications of the chairperson hired for the ASN and DEMSN programs, however, did not verify the required academic credentials. <p>The NEC met on April 11, 2024, to review the revised final survey report with findings and staff recommendations for approval. The NEC has made a recommendation for the NDBONs consideration. Supporting documents were provided. Dr. Kim Ash, nurse administrator and Dr. Paul Olson, Provost, were in attendance for questions.</p>	<p>Administrator to submit a progress report demonstrating implementation of the approved plans on October 1, 2024.</p>	
<p>5.3.1 Major Programmatic Change Request from Dakota Nursing Program Consortium (DNPC), Bismarck State College (BSC), Practical Nursing Certificate and Associate of Applied Science in Nursing Programs: increase in enrollment, greater than 8 students/25% of current admission-PN program increase by 10 students, for total of 50; AAS program increase by 10 students, for total of 50.</p>	<p>The NEC reviewed the programmatic change request from the DNPC director on behalf of BSC and has made a recommendation for the NDBON's consideration (supporting documents provided to the NDBON). Dr. Buchholz provided a summary of the programmatic change request, the concerns as deliberated on by the NEC, and the recommendations.</p> <p>Representatives of BSC and DNPC were in attendance. Further deliberation occurred which involved BSC leadership, President Jensen, Mari Volk, Dean of CET, and Julie Traynor, DNPC Director provided further comment and asked additional questions.</p> <p>NDBON SAAG Simonson provided legal counsel during the discussion and informed BSC representatives of options related to the request.</p>	<p>NEC motioned; Johnston seconded:</p> <p>Accept the Nursing Education Committee recommendation to:</p> <ol style="list-style-type: none"> 1. Deny the request for enrollment increase from 40 to 50 students for the Associate Degree Registered Nurse Program, and an increase from 40 to 50 students for the Certificate Practical Nurse Program with proposed implementation fall 2024 for the Dakota Nursing Program Consortium, Bismarck State College; and 2. Recommend the request be considered at the July 2024 NEC and Board meetings if concerns about faculty resources have been resolved. 	<p>Buettner, yes; Friestad, yes; Froelich, no; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, absent; Vetter, yes. 7 Yes, 1 No, 1 absent Motion carried</p>

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

	<p><u>Conflict of Interest Disclosure and Neutral Review:</u> Per North Dakota Ethic Commission rules, NDBON serves as neutral reviewer to vote on if a conflict of interest exists. Froelich would not participate in neutral reviewer vote nor be included in vote tally.</p>	<p>Hammer motioned; Johnston seconded:</p> <p>Deny that a conflict of interest exists and deny the request for recusal of Froelich from deliberation and voting for Agenda Item 5.3.1.</p>	<p>Buettner, yes; Friestad, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, absent; Vetter, yes. 7 Yes, 0 No, 1 absent Motion carried</p>
<p>5.4.1 TrainND Northeast of LRSC, LPN IV Therapy Course Survey, request for continued full approval</p>	<p>The NEC reviewed the survey report and considered the NDBON Education Division evaluation of the TrainND Northeast of Lake Region State College (LRSC), LPN IV Therapy Course which is a partnership between TrainND Northeast and the Dakota Nursing Program Consortium (DNPC), LRSC.</p> <p>The NEC made a recommendation for the Board’s consideration (supporting documents provided to the Board).</p>	<p>NEC motioned; Johnston seconded:</p> <p>Accept the Nursing Education Committee recommendation to:</p> <ol style="list-style-type: none"> 1. Find the TrainND Northeast of LRSC, LPN Intravenous Therapy Course in full compliance with requirements outlined in NDBON Guidelines for Licensed Practical Nurse Intravenous Therapy Course, NDAC 54-05-01 Standards of Practice for Licensed Practical Nurses and 54-03.2 Standards for Nursing Education Programs, and 2. Grant continued full approval of the LPN Intravenous Therapy Course until April 2028, and 3. Require a Paper Survey of the LPN Intravenous Therapy Course in February 2028. 	<p>Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, absent; Vetter, yes. 8 Yes, 0 No, 1 absent Motion carried</p>
<p>6.1 LPN applicant request for consideration of Air Force BMTCP – 4N051-5 Skill Level Practical Nursing Program completion for licensure by endorsement-Neumann</p>	<p>Request from Neumann for LPN endorsement and consideration of the Air Force BMTCP 4N051 (5 Skill Level) Practical Nurse Program as meeting NDAC. Neumann passed the NCLEX-PN in MO and was granted an LPN license in October 2023. The MO BON has approved the Air Force Program.</p> <p>Staff reviewed the Air Force BMTCP 4N051 (5 Skill Level) Practical Nurse Program and coursework met or exceeded requirements. Pertinent documents provided to the Board.</p>	<p>Hammer motioned; Krank seconded:</p> <p>Approve the request from LPN endorsement applicant L. Neumann to accept the completion of the Air Force BMTCP 4N051, 5 Skill Level, Practical Nursing Program as the equivalent of a Certificate One -Year Practical Nurse Education Program to meet NDAC 54-02-06.1.(4); NDCC 43-12.1-09, 2.b.</p>	<p>Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, absent; Vetter, yes. 8 Yes, 0 No, 1 absent Motion carried</p>
<p>6.2 Excelsior program and applicant</p>	<p>Discussed the NDBON’s historical acceptance of 400 hours of practice for licensure by endorsement for applicants graduating from the Excelsior</p>	<p>Krank motioned; Johnston seconded:</p>	<p>Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes;</p>

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

consideration for Gaudet	programs. Staff requested the NDBON updates their opinion of this practice.	Continue the allowance of 400 hours of nursing practice for Excelsior Program graduates who apply for license by endorsement to meet NDAC 54-02-01-14(2) Recognition of programs from other Jurisdictions; As otherwise approved by the Board.	Pazdernik, yes; Seamands, absent; Vetter, yes. 8 Yes, 0 No, 1 absent Motion carried
	Request from Gaudet for RN endorsement. Gaudet completed the LPN to RN Excelsior Program in 2021 which did not provide clinical experiences. Prior to obtaining the RN degree she practiced as an LPN for 10 years. She has obtained 2080 hours in 2022 and 2023 as an RN Nursing Manager in a long-term care setting in Omaha, NE.	Krank motioned; Vetter seconded: Approve the licensure of applicant L. Gaudet as she has completed the Excelsior Program in 2022 and has obtained 2080 nursing practice hours in each of the years 2023 and 2022 to meet NDAC 54-02-01-14(2) Recognition of programs from other Jurisdictions; As otherwise approved by the Board.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
6.3 Emergency Limited License	Bentz discussed the continued utilization of the Emergency Limited License Reactivation that was extended for approval in April 2023. Twelve inactive ND nurses have utilized this reactivation in the past year and have fully reactivated their license. No issues have been identified with this program.	Johnston motioned; Krank seconded: Continue the Emergency Limited License Reactivation until April 2025; and accept the 120 hours of supervised clinical practice, verified by employer, as meeting 54-02-05-05 (3,g) “other evidence the licensee wished to submit which would provide proof of nursing competence” allowing the nonpracticing nurse to apply for reactivation.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
6.4 General orientation prior to temporary permit	Bentz provided an update on the acceptance of general orientation prior to temporary permit and noted that no issues have been identified.	Krank motioned; Hammer seconded: Continue the allowance of facility general orientation (not nursing orientation) and work in other non-nursing roles prior to completing temporary permit requirements and issuance until April 2025.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
6.5 ORBS fees and licensure	Staff provided an update regarding the migration progress to the ORBS database for licensure and discussed the process changes that will occur with this transition effective on the June 17, 2024 “Go	Hammer motioned; Johnston seconded: Approve the following licensure &	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes;

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

	live” date. The process changes align with the best practices and requirements of ORBS, other state boards of nursing, and the NLC. The NCSBN ORBS team will be onsite June 13-21 st to provide support during the transition.	<p>registry process changes and fees which will occur with the ORBS implementation and ratify the new launch date effective June 17, 2024.</p> <p>The changes are:</p> <ul style="list-style-type: none"> • Proof of primary state of residence, name changes, military orders and marriage license for military spouses; • Attestation of 400 hours of nursing practice; • No combined applications during late renewal periods; • Fees assessed within ORBS (from approved FY 2025 fee schedule) become effective June 17, 2024 online 	Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
6.6 APRN application consideration-McIntyre	Discussed APRN with prescriptive authority application materials for McIntyre, including Acute Care Nurse Practitioner ANCC certification, current APRN licensure, and educational degrees. Reviewed SAAG memo reviewing laws, rules, and the “Grandfather Provision” per NDCC 54-05-03.1-02.	Hammer motioned; Johnston seconded: Approve acceptance of the education and certification as Acute Care Nurse Practitioner to qualify for APRN with prescriptive authority licensure in North Dakota for D. McIntyre Adult NP.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
7.1.1 Alternative to Discipline & Credentials Evaluations Rules-Implemented April 2024	Pfenning provided overview of rule promulgation proceedings and testimony to Administrative Rules Committee March 5, 2024. Administrative Code North Dakota Legislative Branch (ndlegis.gov)		
7.1.2 SAAG Simonson-2025 Legislative Monitor	SAAG Simonson agreed to serve as legislative monitor for 69 th Legislative Assembly. Contract active January-April 2025. Simonson provided overview of his work as legislative monitor during the 68 th session and plans for next session.	Hammer motioned; Johnston seconded: Approve SAAG Simonson as the 2025 Legislative Monitor for the NDBON.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
7.2.1 RN and anesthesia practices in dental settings-Joint	The ND Board of Dental Examiners (NDBDE) requested collaboration on a guidance to clarify requirements related to the dental anesthesia permit (NDAC 20-03-01-01) as it relates to the scope of	Krank motioned; Froelich seconded: Directed staff to consider the Role of the Nurse in Sedation/Analgesia	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes;

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

Position Statement- NDBON/NDBDE	practice of the RN in dental settings. Discussed the draft joint position statement provided by the NDBDE with staff input.	practice guidance as it pertains to the dental setting and continue collaborating with the NDBDE.	Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
7.2.2 IV hydration	Staff reported the review of IV hydration clinic advisories from other state nursing boards and recent discussions with ND Board of Pharmacy. Discussed potential practice guidance to provide education related to the role of the nurse in IV hydration clinics; and to include collaborations with pertinent boards.	Froelich motioned; Pazdernik seconded: Direct the staff to further explore nurses in IV Hydration Clinic Practices and collaborate with stakeholders and provide an update to the board during the July 2024 regular meeting.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
8.1 NDBON 2024 Organizational Chart	Reviewed the Organizational Chart with the addition of the Nursing Consultant.	Krank motioned; Hammer seconded: Approve the updated organization chart for FY 2024 as distributed.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
8.2.1 NEC: Appoint two board members; reappoint two external members for a second two-year term	Discussed upcoming NEC open positions with Hammer and Johnston completing terms in June 2024.	Johnston motioned; Hammer seconded: Approve the following Board Member Nursing Education Committee Appointments: Board Members: Chair: Krank, July 2024-2026; Vetter, April 2024-2026; and Pazdernik, April 2024-2026.	Buettner, yes; Friestad, yes; Froelich, absent; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 8 Yes, 0 No, 1 absent Motion carried
	Discussed Nursing Education Committee external member appointments.	Krank motioned; Johnston seconded: Approve the following External Member Nursing Education Committee Appointments: Reappoint Jacqueline Reep-Jarmin, RN to a second two-year term April 2024-2026; and Reappoint Erin Berger, RN to a second two-year term April 2024-2026.	Buettner, yes; Friestad, yes; Froelich, absent; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 8 Yes, 0 No, 1 absent Motion carried
8.2.2 Board members: Governor to appoint 1 RN and 1 LPN effective July 1, 2024	Reviewed Board member terms. Discussed upcoming vacancies with Dr. Hammer and Johnston completing terms. Pfenning contacted the Governor's		

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

	office. Upcoming vacancies placed on website and NDBON social media.		
8.3 Alternative to Discipline Committee	Rule Promulgation was complete as of April 2024. Reviewed ATD Committee Membership and meeting frequency. Johnston to be transitioned into the External Member seat as her Board term ends June 2024.	Hammer motioned; Johnston seconded: Approve the Alternative to Discipline Committee to meet 2 times a year and as needed during FY 2025.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
9.1 Operations update	Martin provided an update on ORBS migration, the upcoming enhancements to the NDBON website, and other items specific to operations.		
10.4.1 Request for Reissuance - Amanda Evans, RN	Evans is requesting reissuance of her RN license from encumbered status to full licensure status. Reviewed the Stipulation for Settlement dated April 22, 2021, Evan's compliance with this order and the Compliance Advisory Council recommendation to reissue the RN license to unrestricted and full licensure status. Evans completed the terms and conditions of the Order for Reinstatement dated Stipulation for Settlement dated April 22, 2021.	Johnston motioned; Hammer seconded: Grant the request for reissuance of Amanda Evan's RN license to unrestricted practice and full licensure status as she has complied with the terms and conditions of the Order for Reinstatement of License dated April 22, 2021.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
10.4.2 Request for Reissuance - Shannon Stremick, APRN	Stremick is requesting reissuance of her RN/APRN license from encumbered status to full licensure status. Reviewed the Stipulation for Settlement dated January 27, 2022, Stremick's compliance with this order and participation with the NDPHP, and the Compliance Advisory Council recommendation to reissue the license to unrestricted and full licensure status as she has agreed to have the NDPHP provide compliance reports to the ND Nurse Assistance Program (ATD) for the duration of her contract with the PHP. Stremick has agreed to the terms and conditions of the Order for Reissuance and has signed the ATD Consent Agreement.	Vetter motioned; Krank seconded: Grant the request for reissuance of Shannon Stremick's APRN license to unrestricted practice and full licensure status as she has complied with the terms and conditions of the Order for Reinstatement of License dated January 27, 2022; and will continue to be monitored by the NDPHP and the ND Alternate to Discipline per contract.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
10.4.3 Request for Reissuance- Courtney Ringsrud, LPN	Ringsrud is requesting reissuance of her LPN license from encumbered status to full licensure status. NDBON reviewed the Stipulation for Settlement dated April 22, 2021, Ringsrud's compliance with this order and the Compliance Advisory Council recommendation to reissue the LPN license to unrestricted and full licensure status. Per report by	Hammer motioned; Pazdernik seconded: Accept the request for reissuance of Courtney Ringsrud's LPN license to unrestricted practice and full licensure status as she has	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

	staff, she has completed the terms and conditions of the Order for Reinstatement dated Stipulation for Settlement dated April 22, 2021.	complied with the terms and conditions of the Order for Reinstatement of License dated April 22, 2021.	
10.6.1 Surrender- Danielle Schaaf, RN	PVRs received on July 27, 2023, from the North Dakota Department of Health and Human Services, and on October 30, 2023, from Lakewood Landing Assisted Living in Mandan, ND. Hired at Lakewood Landing Assisted Living in August 2022. Employment terminated October 17, 2023. Allegations of substance use issues and impairment at work. Schaaf signed and submitted a surrender on April 19, 2024. Executive Director Pfenning approved and signed the Surrender on April 23, 2024.	Hammer motioned; Johnston seconded: Ratify the Surrender of Danielle Schaaf’s RN license, which was signed by Executive Director Pfenning on April 23, 2024.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
10.8.1 Stipulation for Settlement - Marnie Dondoneau, RN	PVR received July 17, 2023, from Center for Special Surgery, West Fargo, ND. DOE: August 2, 2021, to July 17, 2023. Terminated from employment. Allegations related to documentation errors, uncharacteristic behaviors, positive drug screen for marijuana.	Krank motioned; Vetter seconded: Accept the terms of the proposed Stipulation for Settlement for Marnie Dondoneau, RN and enter its order to: <ul style="list-style-type: none"> • Encumber the license for 2 years; • \$700 penalty plus costs and disbursements; and • Other terms as set out in Board order. 	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
10.8.2 Stipulation for Settlement – Hannah Labine, RN	PVR received November 28, 2023, from Valley Senior Living, Grand Forks, ND. DOE: May 21, 2023, to November 28, 2023. Terminated from employment. Allegations related to failure to complete COVID-19 tests on residents, yet reporting them as negative, and not properly performing COVID-19 tests as per policy.	Pazdernik motioned; Johnston seconded: Accept the terms of the proposed Stipulation for Settlement for Hannah Labine, RN and enter its order to: <ul style="list-style-type: none"> • Issue a Reprimand; • Assess \$700 penalty plus costs and disbursements; • Course on professional accountability; and • Other terms as set out in Board order. 	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
10.8.3 Stipulation for Settlement – Emily Stansbury, RN	PVR received October 19, 2023, from Sanford Health, Fargo ND. Contracted employment from August 14, 2023, to October 4, 2023. Contract	Vetter motioned; Krank seconded:	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes;

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

	terminated. Allegations related to errors in controlled substance and other medication administration. A 2nd PVR received November 6, 2023, from Focus One Solutions, Omaha, NE reporting the same complaint as above.	Accept the terms of the proposed Stipulation for Settlement for Emily Stansbury, RN and enter its order to: <ul style="list-style-type: none"> • Issue a Reprimand; • Assess \$700 penalty plus costs and disbursements; • Course on professional accountability; and • Other terms as set out in Board order. 	Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
10.8.4 Stipulation for Settlement – Jacqueline Holcomb, GA PTP LPN	PVR received January 9, 2023, from SMP Health – St. Raphael in Valley City, ND. Contract terminated. Allegations related to a pattern of nursing practice concerns. The 2nd PVR received January 17, 2023, from LRS Healthcare in Omaha, NE. Agency report regarding the same complaint as above.	Krank motioned, Johnston seconded: Accept the terms of the proposed Stipulation for Settlement for Jacqueline Holcomb, GA PTP LPN and enter its order to: <ul style="list-style-type: none"> • Encumber her privilege to practice in North Dakota for a minimum of 2,080 hours worked; • \$600 penalty plus costs and disbursements; and • Other terms as set out in Board order. 	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
10.8.5 Stipulation for Settlement – Samantha Pagel, RN	PVR received February 13, 2024, from Medical Solutions, Omaha NE. Contract terminated. Allegations related to a positive pre-employment drug screen.	Johnston motioned; Pazdernik seconded: Accept the terms of the proposed Stipulation for Settlement for Samantha Pagel, RN and enter its order to: <ul style="list-style-type: none"> • Issue a Reprimand; • Assess \$700 penalty plus costs and disbursements; and • Other terms as set out in Board order. 	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
10.8.6 Stipulation for Settlement – Autumn Herring, RN	Two PVRs received on February 15, 2024, one from Trinity Health Western Dakota Clinic, Williston, ND, and a self-report submitted by Respondent. Hired on 10/11/2023 and still currently employed. Allegations related to practicing outside of her scope as a Registered Nurse.	Johnston motioned; Hammer seconded: Accept the terms of the proposed Stipulation for Settlement for Autumn Herring, RN and enter its order to: <ul style="list-style-type: none"> • Issue a Reprimand; 	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

		<ul style="list-style-type: none"> • Assess \$700 penalty, plus costs and disbursements; • Courses on professional accountability and the ND Nurse Practices Act; and • Other terms as set out in Board order. 	
<p>10.8.7 Stipulation for Settlement –Sophee Davidson, AL PTP RN</p>	<p>PVR received on November 10, 2023, from Dakota Alpha, HIT Inc., Mandan, ND. Contracted employment started on October 8, 2023, and was terminated on November 5, 2023. Allegations related to a pattern of nursing practice concerns.</p>	<p>Vetter motioned; Pazdernik seconded:</p> <p>Accept the terms of the proposed Stipulation for Settlement for Sophee Davidson, AL PTP RN and enter its order to:</p> <ul style="list-style-type: none"> • Issue a Reprimand; • Assess \$700 penalty plus costs and disbursements; • Courses on medication administration, documentation, and professional accountability; and • Other terms as set out in Board order. 	<p>Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried</p>
<p>10.9. Emergency Actions -No Board Action</p>	<p><u>10.9.1 Janke, Stacie R38828-Notice of Suspension:</u> Respondent failed to follow the terms and conditions of her Board Order dated April 27, 2023.</p> <p><u>10.9.2 Aman, Courtney R50943 & L16348 (lapsed)-Cease and Desist:</u> Respondent is ordered to CEASE AND DESIST from the practice of nursing in the state of North Dakota under any authority or privilege Respondent may currently or later have to practice nursing in the state of North Dakota, including pursuant to any multi-state nursing licensure compact with the Board, until Respondent submits to chemical dependency evaluation; provided if the Board determines from the chemical dependency evaluation that Respondent is unsafe to practice nursing, then this Cease and Desist Order shall remain in effect until Respondent demonstrates to the satisfaction of the Board that Respondent has the ability to safely return to the practice of nursing or until such time as this Cease and Desist Order is retracted, modified, or superseded by final disciplinary action by the Board or upon agreement between Respondent and the Board. Respondent shall also submit to the Board, results of the drug patch testing to be conducted pursuant to the terms of Respondent's Bond Order.</p> <p><u>10.9.3 Woith, Lisa R55441-Notice of Suspension:</u> Failure to submit to a chemical dependency evaluation within 30 days from request. Practice in North Dakota is suspended until a chemical dependency evaluation is submitted and the Board deems the nurse is safe to return to practice.</p> <p><u>10.9.4 Shellito, Sarah R45545, L13357-Order of Emergency Suspension:</u> On March 26, 2024, Respondent submitted to a mental health evaluation as required by the Board. The evaluator ultimately recommended that Respondent not work in a direct care capacity with patients, to include access to medications and other forms of treatment, until she is consistently compliant with her medications and with follow-up with her mental health providers. Respondent's license is hereby SUSPENDED. The suspension shall remain in effect until it is retracted, modified, or superseded by final disciplinary action by the Board or upon agreement by the Board and Respondent.</p>		

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

	<p>10.9.5 Bessire, Channing AL RN 1-185421-Cease and Desist Order: The Executive Director orders Respondent to CEASE AND DESIST from the practice of nursing in the state of North Dakota under any license, authority or privilege Respondent may currently or later have to practice nursing in the state of North Dakota, including pursuant to any multi-state nursing licensure compact with the Board, until such time as (i) Respondent demonstrates to the Board that she is able to practice nursing with reasonable skill and safety, which shall include completing all treatment recommended by the LAC and submitting to a follow-up chemical dependency evaluation and a mental health evaluation if requested by the Board or its designee, and (ii) this Cease and Desist Order is retracted, modified or superseded by final disciplinary action by the Board or upon agreement between Respondent and the Board.</p> <p>10.9.6 Saiger, Charlotte L15555-Cease and Desist Order: The Executive Director orders Respondent to CEASE AND DESIST from completing comprehensive nursing assessments of patients or residents, admitting patients or residents to any care facility, overseeing patient and resident care, overseeing nursing staff, or performing any other nursing tasks outside of the scope of practice of a Licensed Practical Nurse until she obtains licensure that allows her to perform such nursing duties, until such time as this Cease and Desist Order is retracted, modified or superseded by final disciplinary action by the Board, or upon agreement between Respondent and the Board.</p>		
10.11.1 NCSBN Board Action Pathway	Reviewed the new NCSBN Board Action Pathway published 2023 and introduced at the 2024 NCSBN Midyear meeting.	Johnston motioned; Krank seconded: Adopt the NCSBN Board Action Pathway for use in compliance cases.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
10.12.1 Amendment to Order – Chenoa Peterson, RN	After the Second Amendment was issued, Licensee became aware of an Office of Inspector General (“OIG”) exclusion against her and that it could take up to six (6) months to complete the OIG exclusion reinstatement process. As a result, Licensee was not able to complete the refresher course by March 31, 2024, and, prior to March 31, 2024, Licensee requested an additional extension of time in which to complete the refresher course.	Krank motioned; Seamands seconded: Accept the Third Amendment to Order for Reinstatement of License for Chenoa Peterson, RN.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
10.12.3 Order Denying Application – Prie Dieu Foudji, RN Exam Applicant	Applicant submitted application on October 17, 2022. The Application has remained open as applicant failed the initial NCLEX test and subsequently requested retesting; and reported on application that she received her nursing education from Enfimye Institute in North Palm Beach, Florida. In an Affidavit of Krystal Lopez that was signed as a part of Operation Nightingale, Lopez stated that: (i) she was the manager and operated Enfimye Institute in North Palm Beach, Florida; and (ii) from on or about October 25, 2019, to the present, none of the individuals who were issued Associate of Science diplomas or transcripts from the Enfimye Institute completed the required program hours and clinical training necessary to obtain an Associate of Science	Johnston motioned; Krank seconded: Approve the Order Denying Application for Prie Dieu Foudji, RN Exam Applicant.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

	nursing degree and transcript. Applicant's graduation date of September 19, 2022, was recorded on her transcript from Enfimye Institute.		
10.12.4 Order Denying Application – Florence Okpako, LPN Exam Applicant	Applicant submitted application on May 26, 2023, and reported on application that she received her nursing education from Enfimye Institute in North Palm Beach, Florida. In an Affidavit of Krystal Lopez that was signed as a part of Operation Nightingale, Lopez stated that: (i) she was the manager and operated Enfimye Institute in North Palm Beach, Florida; and (ii) from on or about October 25, 2019, to the present, none of the individuals who were issued Practical Nursing diplomas or transcripts from Enfimye completed the required program hours and clinical training necessary to obtain Practical Nursing diplomas and transcripts. Applicant's graduation date of November 7, 2022, was recorded on her transcript from Enfimye Institute.	Vetter motioned; Johnston seconded: Approve the Order Denying Application for Florence Okpako, LPN Exam Applicant.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
10.12.5 Order Denying Application – Comfort Sayonkon, LPN Exam Applicant	Applicant submitted application on March 16, 2023, and reported on application that she received her nursing education from Enfimye Institute in North Palm Beach, Florida. In an Affidavit of Krystal Lopez that was signed as a part of Operation Nightingale, Lopez stated that: (i) she was the manager and operated Enfimye Institute in North Palm Beach, Florida; and (ii) from on or about October 25, 2019, to the present, none of the individuals who were issued Practical Nursing diplomas or transcripts from Enfimye completed the required program hours and clinical training necessary to obtain Practical Nursing diplomas and transcripts. Applicant's graduation date of November 4, 2022, was recorded on her transcript from Enfimye Institute.	Krank motioned; Hammer seconded: Approve the Order Denying Application for Comfort Sayonkon, LPN Exam Applicant.	Buettner, yes; Friestad, yes; Froelich, yes; Hammer, yes; Johnston, yes; Krank, yes; Pazdernik, yes; Seamands, yes; Vetter, yes. 9 Yes, 0 No, 0 absent Motion carried
Adjournment	Adjournment at 3:17 p.m. CT.	Johnston motioned; Pazdernik seconded: Adjourn the meeting	
Consent Agenda (<i>Ratifications and acknowledgements of requests and notifications to the NDBON</i>) Meetings, conferences, committees-Board representation NLC: Commission, Rules Committee-Pfenning; Compliance Committee-Hanson (Vice-Chair); Research Committee-Buchholz (Chair); Policy Committee-Bentz; Technology Task Force - Martin NCSBN: Leadership Succession Committee–Buchholz Chair; Model Act & Rules Committee-Pfenning ND State Health Council-Pfenning PDMP Advisory Council-Pfenning			

**North Dakota Board of Nursing
Meeting Minutes – April 25, 2024**

ND Professional Health Program-Bentz
ND Center for Nursing-Bentz Vice President; NDBON representative
Notifications/Requests to the Board
Malpractice reports
Care for our Caregivers-J. Rydell
Legislative Update
South Dakota enacts APRN Compact
Licensure
NCLEX RN Quarter 3 Updates
NCLEX PN Quarter 3 Updates
Emergency Limited License
Discipline
Discipline statistics/case activity report
NLC case log
Academic and Continuing Nursing Education
Ratification of approval for continuing education for contact hours: Jan. 1–Mar 31., 2024
Recognized Distance Nursing Education Programs student placements: Spring 2024
Faculty Developmental Program- Feb.1st, submission statistics; next submissions due June 1, 2024
Education Program Survey Schedule Summer-Fall 2024
Board Committees/meetings/staff presentations/NDNC
NCSBN Mid-Year: Bentz & Hanson ATD presentation-Mar. 12; Buchholz LSC Presentation-Mar. 13
ND NANDA: Annual Conference Fargo-Hanson & Bentz Compliance presentation- Mar. 27

Stacey Pfenning, DNP, APRN, FNP, FAANP
North Dakota Board of Nursing Executive Director
Approved by ND Board of Nursing 07/2024