



NORTH DAKOTA BOARD OF NURSING

Meeting Minutes, January 23, 2025

919 S 7th St, STE 504, Bismarck, ND

All motions taken by roll call.

1. **Call to Order:** President Kevin Buettner called the meeting to order at 9:02 a.m. CT.

Board Member Roll Call: Present: Kevin Buettner, Sarah Friestad, Cheryl Froelich, Brooke Giannonatti, Melodi Krank, Dana Pazdernik, Samantha Richter, Maggie Seamands. Board Members Absent: Joseph Vetter.

Board Staff Present: Stacey Pfenning, Maureen Bentz, Tammy Buchholz, Melissa Hanson, Kyle Martin, Corrie Lund, Samuel Breen.

Legal Counsel Present: Nicholas Simonson & Brian Bergeson

2. **Approve Consent Agenda:**

- a) 2022-2023 Commerce Boards Licensing Survey Report Highlights & email.
- b) Labor Commissioner Final Legislative Report – Occupational Licensure & Continuing Education
- c) ND Ethics Commission–Advisory Opinion No. 24-01 related to quasi-judicial proceedings -Informational.
- d) Discipline statistics/case activity report
- e) NLC case log
- f) Approval for continuing education for contact hours: October 1 to December 31, 2024 (*ratification*)
- g) NLC Committee Involvement:
 - i) Commissioner Meetings-Pfenning-January 21, 2025
 - ii) Rules Committee-Pfenning-January 16-17, 2025
 - iii) Compliance Committee-Hanson (Vice Chair)-November 14, 2024
 - iv) Policy Committee-Bentz-December 3, 2024
 - v) Technology Task Force–Martin –December 10, 2024
- h) NCSBN Committee Involvement:
 - i) Leadership Succession-Bentz-January 13, 2025
 - ii) NCLEX Examination-Buchholz-January 22, 2025
 - iii) Model Act & Rules-Pfenning-November 18-19, 2024
- i) ND PDMP Advisory Council Meeting (minutes)-Buettner-December 2024
- j) ND Professional Health Program-Bentz-December 7, 2024 & January 15, 2025
- k) ND Center for Nursing-Seamands and Bentz-November 7 & December 6, 2024
- l) Approval for license exemption review for 2024 renewal (*ratification*)
- m) Malpractice reports

Motion by Froelich to approve January 23, 2025, consent agenda. Second by Pazdernik. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

3. **Approve Agenda:** Motion by Pazdernik to approve January 23, 2025, agenda with the addition of 12 (B) Employee Handbook Update. Second by Richter. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

4. **a. Approve Minutes:** Motion by Pazdernik to approve the minutes of the October 24, 2024, regular meeting. Second by Seamands. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

b. Approve Minutes: Motion by Seamands to approve the minutes of the November 12, 2024 special meeting. Second by Richter. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

5. **Public Forum:** Buettner provided the opportunity for guests to address the Board, no one requested to do so.

6. **Strategic Plan Progress Report January 2024-December 2024:** Motion by Pazdernik to approve the edits to the Strategic Plan and the progress report for January 2024-December 2024. Second by Froelich. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

a. **Financial Report:** Eide Bailly Audit report presented. Income and expenses provided to the Board for FY 25 finances.

b. **Approve Annual Audit Report presented by Eide Bailly:** Motion by Krank to approve the Fiscal Year 2024 Annual Audit Report as presented by Eide Bailly. Second by Seamands. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

7. Compliance

a. **Education Session provided by SAAG Bergeson related to Compliance and the Compliance Advisory Council operations.**

b. **Move into Executive session beginning at 10:15 am to consider agenda items for Jeanne Sarnat.**

Motion by Froelich to approve moving into executive session. Second by Richter. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

c. **Move to adjourn Executive session beginning at 10:41 am to consider agenda items for Jeanne Sarnat.**

Motion by Richter to adjourn executive session. Second by Seamands. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

d. **Request for reinstatement of Jeanne Sarnat's RN License from a surrendered, suspended, or revoked status to encumbered status.**

Motion by Krank to approve reinstatement of Jeanne Sarnat's RN license to encumbered status. Second by Friestad. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

e. **Order for reinstatement of Lisa Woith's RN license to an unrestricted practice.**

Motion by Richter to approve reinstatement. Second by Froelich. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

f. **Recusal related to Dana Lemnus.**

Motion by Pazdernik to deny conflict of interest exists and deny request for recusal of Seamands from deliberation and voting for Dana Lemnus, APRN-Order for reissuance of license. Second by Froelich. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	
Vetter	Absent	Yes Votes: 7; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

g. Request for reissuance-issuance of a license from probationary status to full licensure status.

Motion by Froelich to approve reinstatements for Katie Wright, RN, and Dana Lemnus, APRN and RN. Second by Richter. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

h. Compliance Advisory Council Recommendations-Stipulations for Settlement.

Motion by Richter to approve stipulations for settlement for Julie Wiles, RN, Sara Evert, RN, Sharon Njos, RN, Tina Bear, RN, Lisa Schaum, UAP, Jennifer Napora, Tempestt Johnson, APRN, and Barbara Erickson, LPN. Second by Froelich. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

i. Recusal related to Rebecca Kuss, APRN Stipulations for Settlement.

Motion by Richter to affirm conflict of interest exists and approve the request for recusal of Seamands from deliberation and voting for Rebecca Kuss, APRN- Stipulation for Settlement. Second by Froelich. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	
Vetter	Absent	Yes Votes: 7; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

j. Request for accepting proposed Stipulations for Settlement for Rebecca Kuss, APRN.

Motion by Pazdernik to approve Stipulation for Settlement for Rebecca Kuss, APRN. Second by Krank. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Recuse
Vetter	Absent	Yes Votes: 7; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 1					

k. Recusal related to Lillian Anderon, LPN, and Abigail Guthmiller, LPN.

Motion by Richter to affirm conflict of interest exists and approve the request for recusal of Pazdernik from deliberation and voting on Stipulations for Settlement for Lillian Anderson, LPN, and Abigail Guthmiller, LPN. Second by Giannonatti. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik		Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 7; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 1					

l. Request for accepting proposed Stipulations for Settlement for Lillian Anderson, LPN.

Motion by Krank to approve Stipulation for Settlement for Lillian Anderson, LPN. Second by Froelich. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Recuse	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 7; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 1					

m. Request for accepting proposed Stipulation for Settlement for Abigail Guthmiller, LPN.

Motion by Froelich to approve Stipulation for Settlement for Abigail Guthmiller, LPN. Second by Richter.

Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Recuse	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 7; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 1					

n. Order Denying Application for Julie Russell, RN Applicant

Motion by Froelich to approve the Order Denying Application for Julie Russell, RN Applicant. Second by Krank.

Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

o. Recusal related to Adaure Ugboke, RN.

Motion by Froelich to affirm conflict of interest exists and approve the request for recusal of Richter from deliberation and voting for Adaure Ugboke, RN- Second Amendment to Order. Second by Krank. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter		Seamands	Yes
Vetter	Absent	Yes Votes: 7; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

p. Second Amendment to Order – Adaure Ugboke, RN

Motion by Richter to approve reinstatements. Second by Froelich. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Recuse	Seamands	Yes
Vetter	Absent	Yes Votes: 7; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 1					

8. Nursing Education

a. Nursing Education Committee (NEC) Recommendations. Buchholz submitted the following

recommendations to the Board from the NEC.

1. Approve the progress report update from the Dickinson State University (DSU) interim nurse administrators.
2. Approve the request from North Dakota State University (NDSU), School of Nursing, for a change to the Mission, Vision, and Core Value Statements.
3. Approve the request for: a.) addition of satellite site in Jamestown, ND for Dakota Nursing Program Consortium (DNPC), Lake Region State College (LRSC), AAS RN program; and b. increase enrollment of 4 seats for the Certificate PN Program at the Jamestown, ND site.
4. Review the notification from University of Jamestown about a change of program director for ASN and DEMSN programs.
5. Approve: a. progress report submitted by DNPC, Bismarck State College (BSC), Nurse Apprenticeship program, PN Certificate and AAS programs; and b. continue approval of BSC Nurse Apprenticeship program through July 2025 with progress report due June 2025.
6. Approve Concordia College, Moorhead, MN, BSN Program use of two BSN-prepared RNs for clinical practice instruction Spring 2025 semester.
7. Approve edits to 2022-2023 Annual Nursing Education Report, PN and RN program data including number of seats available and number of new students admitted, as an addendum to the report.
8. Approve the revised Nursing Education Program Survey Schedule.
9. Review the NCLEX-PN and NCLEX-RN Quarter 2 FY 2025 Monitoring Updates.
10. Review the NDAC Faculty Developmental Program Tri-annual Monitoring Updates.
11. Review the Distance Nursing Education Program Recognition Monitoring Updates.

Motion by Krank to accept the recommendations of the NEC as presented in the Education Consent Agenda.

Second by Pazdernik. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

9. Licensure & Operations

a. Consideration of Applicants not meeting minimum licensure qualifications.

Motion by Krank to ratify the denial of licensure to Gloria Ansong, RN Exam Applicant, and Marian Dyne, RN exam applicant; Approve Tracy Keller, RN for endorsement for licensure. Second by Seamands. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

b. Consideration of APRN applicant not meeting minimum licensure qualifications.

Motion by Krank to approve Barthle as APRN with prescriptive authority as Adult NP; and approve Luckenbill as APRN with prescriptive authority as PMHCNS. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

c. ORBS & Website Updates: Martin provided updates about ORBS implementation & new website.

d. Staff Updates: Exempt Data Policy Review/Revise

Motion by Pazdernik to approve the revisions. Second by Froelich. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

10. Nursing Practice

a. Role of the Licensed Nurse in Retail Intravenous Therapy Setting- Update on full adoption and dissemination of the practice guidance provided by Lund .

11 . Legislation

b. Legislative Session Update: Pfenning and SAAG Simonson provided an update about monitoring for NDBON impactful legislation this session.

Motion by Froelich to delegate legislative monitoring to the NDBON Legislative team to collaborate with stakeholders to provide education on the NPA and NDAC as needed. Second by Richter. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

a. Rule Promulgation Update & Public Hearing: Public hearing began at 1:02 pm. Maridee Shogren, Billie Madler, Wendy Kopp provided public comment, hearing closed at 1:23 pm.

Motion by Seamands to approve the revised administrative rules subject to attorney general review as to the legality with the *Addition of Article 54-04.2 Nursing Education Scholarship Program* as edited to include “or as otherwise approved by the board” to *54-04.2-01-03 Disbursements, Repeal of Chapter 54-02-11 Short-Term Clinical Education, Repeal of Article 54-04.1*. Second by Krank. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

Motion by Seamands for the Board to direct the NEC to establish a subcommittee to develop Nursing Education Scholarship policy. Second by Krank. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

12. Board of Nursing

a. Election of Officers Policy Revisions.

Motion by Richter to approve the revisions. Second by Froelich. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

b. Staff Updates: Employee Handbook Revisions

Motion by Richter to approve the revisions to Employee Handbook Revisions related to Telework Workplace Arrangement Policy and Non-Exempt Administrative Employee Attestation. Second by Seamands. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Absent	Yes Votes: 8; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

13. Announcements

a. Future Board Meetings: 4/25/2025; 7/25/2025; 10/25/2025

14. Adjournment – Motion to adjourn by Richter. Second by Seamands. Meeting adjourned at 3:09 p.m. CT