



NORTH DAKOTA BOARD OF NURSING

Meeting Minutes – Finalized July 2025

April 24, 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 9:00 a.m. CT.

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

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

Legal Counsel Present: SAAG Brian Bergeson

2. **Approve Consent Agenda:** Motion by Pazdernik to approve April 24, 2025, consent agenda. Second by Richter. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

3. **Approve Agenda:** Motion by Krank to approve April 24, 2025, agenda. Second by Vetter. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

4. **Approve Minutes:** Motion by Richter to approve the minutes of the January 23, 2025, regular meeting. Second by Froelich. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

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

6. **A. Annual Report FY 2024:** Motion by Froelich to approve the FY 2024 Annual Report as distributed. Second by Krank. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

6. **B. Bank Account Ratification:** Motion by Seamands to approve the management of the following accounts: Kirkwood Bank- Main Checking: Stacey Pfenning, Kyle Martin, Joseph Vetter (Board Treasurer). ACH: Stacey Pfenning, Kyle Martin, Michael Frovarp, Karen Hahn; and limited to payroll and benefits for Brady Martz. Savings: Stacey Pfenning, Kyle Martin, Joseph Vetter (Board Treasurer). Savings/checking transfers only: Michael Frovarp. Bank of North Dakota: NEL Checking & Savings: Stacey Pfenning, Kyle Martin, Joseph Vetter (Board Treasurer), Merchant Account: Stacey Pfenning and Joseph Vetter (Board Treasurer). Dakota Community Bank, BND, BNC, Kirkwood Bank (Investment/Reserve Funds): Stacey Pfenning. KBT Safety Deposit Box: Stacey Pfenning, Kyle Martin. Second by Vetter. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

7. **FY 2026 Budget: April 11, 2025, Finance Committee Meeting Minutes:** Motion by Pazdernik for the Finance Committee to approve the minutes of the April 11, 2025, Finance Committee meeting. Second by Vetter. Motion carried.

Buettner	Yes	
Pazdernik	Yes	
Vetter	Yes	Yes Votes: 3; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0

Proposed Income FY 2026 and Fee Schedule: Motion by Finance Committee to approve the FY 2026 Fee Schedule, including the revision to the NDBON List fee of \$65 for a single purchase list containing non-personal identifiable information data for LPNs, RNs, and APRNs. Second by Krank. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

Proposed Expenses FY 2026: Motion by Finance Committee to approve the expense Salary Category for FY 2026. Second by Seamands. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

Nursing Education Loan Disbursement: Motion by Finance Committee to approve a Nursing Education Loan disbursement of \$100,000 in FY 2026. Second by Friestad. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

Expense Authorization Policy adjustments: Motion by Finance Committee to approve the revised Expense Authorization for Board Members and Appointment of External Committee Members policies which include adjustments to per diems. Second by Krank. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

Proposed Budget FY 2026: Motion by Finance Committee to approve the final proposed budget for FY 2026: \$2,092,300 projected income and \$2,024.150 projected expenses which includes \$90,500 designated for nursing education loans. Second by Richter. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

8. Compliance

a. Requests for Reinstatement:

- i. **Move into Executive session beginning at 09:52 am to consider agenda items for Naomi Edington.**

Motion by Vetter 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	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

- ii. **Move to adjourn Executive session beginning at 10:06 am to consider agenda items for Naomi Edington.**

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

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

- iii. **Request for reinstatement of Naomi Edington's RN License from a surrendered, suspended, or revoked status to encumbered status.**

Motion by Seamands to approve reinstatement of Naomi Edington's RN license to encumbered status. Second by Krank. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

- b. Compliance Advisory Council Recommendations- Request for reissuance: issuance of a license from probationary status to full licensure status.** Motion by Krank to approve reinstatements for Sarah Lorenz, RN, and Marc Johnson, CRNA, and Meghan Anderson RN. Second by Froelich. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

c. Surrender:

- i. Recusal Related to Conflict of Interest; Justin Winters-** Motion by Seamands to Affirm conflict of interest exists and the Board grants the request for recusal of Joe Vetter from deliberation and voting for ratification of Justin Winters' surrender. Second by Richter. Motion Carried

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

- ii. Surrender of License- Justin Winters, RN-** Motion by Pazdernik to ratify the surrender of Justin Winters, RN license. Second by Friestad. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Recuse	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 1					

d. Compliance Advisory Council Recommendations-Stipulations for Settlement.

- i.** Motion by Vetter to approve stipulations for settlement for Jeffrey Smith, LPN, Ashley Domines Gooselaw, RN, Sweet Lanna Gonzales, RN, Sophia Schnell, RN, and Kristel Tee, RN. Second by Krank. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

ii. Recusal related to Amy Betz, LPN, Stipulations for Settlement.

Motion by Pazdernik to affirm conflict of interest exists and approve the request for recusal of Froelich from deliberation and voting for Amy Betz, LPN- Stipulation for Settlement. Second by Krank. Motion carried.

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

iii. Request for accepting proposed Stipulations for Settlement for Amy Betz, LPN.

Motion by Pazdernik to approve Stipulation for Amy Betz, LPN. Second by Krank. Motion carried.

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

iv. Recusal related to proposed Stipulations for settlement for Laura Lemay, RN.

Motion by Seamands to affirm conflict of interest exists and approve the request for recusal of Vetter from deliberation and voting on Stipulations for Settlement for Laura Lemay, RN. Second by Pazdernik. Motion carried.

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

v. Request for accepting proposed Stipulations for Settlement for Laura Lemay, RN.

Motion by Richter to approve Stipulation for Settlement for Laura Lemay, RN. Second by Krank.
Motion carried.

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

vi. Recusal related to proposed Stipulations for settlement for Liberty Peterson, RN.

Motion by Richter to affirm conflict of interest exists and approve the request for recusal of Krank from deliberation and voting on Stipulations for Settlement for Liberty Peterson, RN. Second by Pazdernik. Motion Carried.

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

vii. Request for accepting proposed Stipulation for Settlement for Liberty Peterson, RN.

Motion by Richter to approve Stipulation for Settlement for Liberty Peterson, RN. Second by Giannonatti. Motion carried.

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

f. Amendment to Order- Jodi Richter, RN

Motion by Krank to approve the amendment to order for Jodi Richter, RN. Second by Seamands. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

9. Nursing Education

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

1. Review of the Dickinson State University, AASPN and BSN Programs updates.
2. Review of the Sitting Bull College, Division of Nursing, ASPN Program notification of change in program administration, new nurse administrator appointed as of January 6, 2025.
3. Approve the request from the University of North Dakota for change in CNPD mission statement and program outcomes for the BSN program, MSN, and DNP post-graduate certificate programs.
4. Approve the request for the deletion of the satellite site in Tioga, ND for the Dakota Nursing Program Consortium, Williston State College, Certificate PN Program.
5. Review of the notification from the Dakota Nursing Program Consortium, Lake Region State College, Nursing Department, about a temporary change to the location of the Certificate PN and AAS RN Programs at the Mayville, ND, satellite site due to renovations.
6. Review the notification from the Dakota Nursing Program Consortium, Lake Region State College, Nursing Department, about a change to the location of the Certificate PN and AAS RN Programs at Grand Forks, ND, satellite site.
7. Approve the Fiscal Year 2023-2024 Nursing Education Annual Report
8. Approve the revisions to the NDBON Major Programmatic Change Guidelines
9. Approve the revisions to the NDBON SFN 60017 Faculty Developmental Program Notification of Faculty Participation.
10. Review of the NCLEX-PN and NCLEX-RN Quarter 3 FY 2025 Monitoring Updates.
11. Review of the NDAC Faculty Developmental Program Tri-annual Monitoring Updates.
12. Review of 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 Vetter. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

- b. Draft Nursing Education Scholarship Program Policy.** Motion by Krank to approve the Nursing Education Scholarship (NES) Program Policy as recommended by the Nursing Education Committee, and public comments to be accepted through May 9, 2025, with effective date to align with implementation of rules.

- c. Second by Froelich. Motion Carried.**

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

- d. Nursing Education Loan- Consideration of loan balance forgiveness due to military deployment.** Motion by Krank to forgive the remaining balance of the NEL for Annie Gerhardt due to Active-Duty Military Deployment. Second by Pazdernik. Motion Carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

10. Licensure & Operations

- a. Consideration of Applicants not meeting minimum licensure qualifications.**

Motion by Seamands to ratify the non-disciplinary denial of licensure for Henrietta Mensah, RN Exam Applicant, and Nina Ikwon, PN Exam Applicant. Second by Froelich. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

Motion by Pazdernik to ratify approval for Kristine Roa of a limited license to obtain 400 hours of nursing practice. Second by Richter. Motion carried.

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

Recusal related to Kristine Roa, Consideration of applicant not meeting minimum licensure qualifications.

Motion by Krank to affirm conflict of interest exists and approve the request for recusal of Vetter from deliberation and voting on Kristine Roa, Consideration of applicant not meeting minimum licensure. Second by Froelich. Motion Carried.

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

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

Motion by Vetter to accept the Master of Science in Nursing and ANCC certification for the population focus of acute care nurse practitioner, along with current APRN licensures in other states, and approve for final ND APRN licensure with prescriptive authority as Acute Care NP, Lisa Simmons, Tara Deann Morton, and Melissa Donelson. Second by Krank. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

- c. Operations and Office Updates: Position Descriptions-** Motion by Richter to approve the hiring of an administrative assistant/licensing specialist for the one vacant FTE and approve new position descriptions for Director of Operations and Compliance Division Assistant, who are current employees, effective May 1, 2025. Second by Froelich. Motion Carried

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

Operations and Office Updates: Revised Organizational Chart- Motion by Vetter to approve the revisions to the NDBON Organizational Chart as distributed. Second by Krank. Motion Carried.

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

d. Initial License by Exam Retest Process Update: Motion by Krank to approve the revised retest process to allow for the indefinite use of the retest application without requiring a new initial license by exam application yearly. Second by Richter. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Absent
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 0; Abstain: 0; Recuse, 0					

- e. Staff Updates:** Martin provided update related to Compliance Division operational process, Criminal History Record Check process, UAP/MAII renewal process changes, security updates, email automation updates, finance automations, website update, new state form, initiation of video documentation for cross training, annual report revisions and inclusion of dashboard

11. Nursing Practice

- a. Role of the Licensed Nurse in Retail Intravenous Therapy Setting-** Motion by Richter to approve the revised draft practice guidance "Role of the Nurse in Aesthetic Practices in Retail Settings" and direct staff to publish for public comment through May 30, 2025, and to finally adopt the guidance if there are no substantive comments or changes. If substantive comments are received, the Board will consider potential revisions at the July 2025 Board meeting. Second by Krank. Motion carried.

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

12. Legislation

- a. Legislative Session Update:** Martin provided an update about monitoring for NDBON impactful operations and legislation this session.
- b. Rule Promulgation Update:** Pfenning provided an update about the NES Rule Promulgation AG letter of legality of rules and final filing of letter to Legislative Committee.

13. Board of Nursing

- a. Election of Officers- President.**

Motion by Pazdernik to approve Maggie Seamands as President for a two-year term ending July 2027. Second by Richter. Motion carried.

Buettner	Yes	Friestad	Yes	Froelich	Yes	Giannonatti	Yes
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Absent
Vetter	Yes	Yes Votes: 9; No Votes: 0; Absent: 1; Abstain: 0; Recuse, 0					

12. Nursing Education Committee Member Appointments- External Member.

Motion by Pazdernik to approve reappointment of Gail Rasakka, RN to a second two-year term July 2025-2027. Second by Friestad. Motion carried.

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

14. Announcements

- a. Future Board Meetings: 7/25/2025**

- 15. Adjournment –** Motion to adjourn by Pazdernik. Second by Richter. Meeting adjourned at 1:51 p.m. CT