



## NORTH DAKOTA BOARD OF NURSING

### Meeting Minutes – Draft

July 24, 2025

919 S 7<sup>th</sup> St, STE 504, Bismarck, ND and Virtual

*All motions taken by roll call.*

1. **Welcome, New NDBON Members and Staff, Roll Call, Conflict of Interest:** President Seamands called the meeting to order at 9:00 a.m. CT.

**NDBON Member Roll Call:** Dr. John Carroll, Dr. Seth Fisher, Sarah Friestad, Melodi Krank, Dana Pazdernik, Samantha Richter, Maggie Seamands, Joseph Vetter (*Absent:* Brooke Giannonatti).

**NDBON Staff Present:** Dr. Stacey Pfenning, Maureen Bentz, Dr. Tammy Buchholz, Melissa Hanson, Kyle Martin, Corrie Lund, Sam Breen, SAAG Simonson.

2. **Consent Agenda:** Vetter motioned to approve July 24, 2025, consent agenda. Richter seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

3. **Agenda:** Krank motioned to approve July 24, 2025, agenda. Pazdernik seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

4. **Meeting Minutes:** Richter motioned to approve April 24, 2025, regular meeting minutes. Friestad seconded. Motion Carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

**Executive Committee Meeting Minutes:** Vetter motioned to approve June 9, 2025, Executive Committee meeting minutes. Krank seconded. Motion Carried.

Krank	Yes	Seamands	Yes	Vetter	Yes	3 Yes; 0 no; 1 Absent	
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5. **Public Forum:** Seamands provided the opportunity for guests to address the Board. Representatives from Nightingale College provided testimony addressing concerns related to student placements in ND facilities.
6. **Strategic and Financial Reports:** Frovarp provided overview of end of year financials, reserve fund estimates, and balance sheets.
7. **Compliance:** *if a specific discipline matter will involve the discussion of medical records of an individual or any other document containing personal health information, which are exempt under NDAC 54-02-07-04, then an executive session may be called for the discussion of such records and documents.*

**Vetter Standing Conflict of Interest:** Vetter requested a standing recusal from deliberation and voting on compliance agenda items indefinitely. SAAG Bergeson and Simonson provided legal counsel. NDBON acted as neutral reviewer. Pazdernik motioned to affirm that a conflict of interest exists, and the Board grants the standing request for recusal of Vetter from deliberation and voting on compliance agenda items. Seamands seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Abstain	7 Yes; 0 no; 1 Absent; 1 Abstain; 0 Recuse					

**Krank Conflict of Interest:** Richter motioned to deny that a conflict of interest exists, and the Board denies the request for recusal of Krank from deliberation and voting for agenda item: Lillian Anderson, LPN-Request for Reissuance. Friestad seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Abstain	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Recuse	6 Yes; 0 no; 1 Absent; 1 Abstain; 1 Recuse					

**Richter Conflict of Interest:** Fisher motioned to affirm that a conflict of interest exists, and the Board grants the request for recusal of Richter from deliberation and voting for agenda item: Adaure Ugboke, RN-Request for Reissuance. Krank seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Abstain	Seamands	Yes
Vetter	Recuse	6 Yes; 0 no; 1 Absent; 1 Abstain; 1 Recuse					

**Richter Conflict of Interest:** Krank motioned to affirm that a conflict of interest exists, and the Board grants the request for recusal of Richter from deliberation and voting for agenda item: Victoria Haugen, LPN-Stipulation for Settlement and Request for Reinstatement. Carroll seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Abstain	Seamands	Yes
Vetter	Recuse	6 Yes; 0 no; 1 Absent; 1 Abstain; 1 Recuse					

**Friestad Conflict of Interest:** Fisher motioned to affirm that a conflict of interest exists, and the Board grants the request for recusal of Friestad from deliberation and voting for agenda item: Kathryn Baker, RN-Stipulation for Settlement. Richter seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Abstain	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Recuse	6 Yes; 0 no; 1 Absent; 1 Abstain; 1 Recuse					

**a. Requests for Reinstatements:**

**Executive Session:** Discussions related to Haugen, LPN and Land, RN included personal health information and closed, confidential, or exempt records requiring executive session per NDCC 44-04-18.1. Carroll motioned to move into executive session at 9:48 am CT. Pazdernik seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Recuse	7 Yes; 0 no; 1 Absent; 1 Abstain; 1 Recuse					

Pazdernik motioned to adjourn executive session at 10:12 am CT and meeting opened to public. Richter seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Recuse	7 Yes; 0 no; 1 Absent; 1 Abstain; 1 Recuse					

**Victoria Haugen, LPN:** During open meeting, Krank motioned to grant reinstatement of Victoria Haugen's LPN license to encumbered status for three (3) years with terms and conditions of the encumbrance as established by the Board and as set out in the Board Order, pending completion of ten sessions of relapse prevention, and pending receipt of the results of the Criminal History Record Check and approval of those results by Board staff. Friestad seconded. Motion carried.

Carroll	Yes		Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes		Pazdernik	Yes	Richter	Recuse	Seamands	Yes
Vetter	Recuse		6 Yes; 0 no; 1 Absent; 0 Abstain; 2 Recuse					

**Andrea Land, RN:** During open meeting, Richter motioned to grant reinstatement of Andrea Land's RN license to encumbered status for three (3) years with terms and conditions of the encumbrance as established by the Board and as set out in the Board Order as she has fulfilled all requirements for reinstatement. Friestad seconded. Motion carried.

Carroll	Yes		Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes		Pazdernik	Yes	Richter	Yes	Seamands	Yes

Vetter	Recuse		7 Yes; 0 no; 1 Absent; 0 Abstain; 1 Recuse
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- b. Compliance Advisory Council-Request for Reissuance-Consent Agenda:** Pazdernik motioned to accept the recommendations as presented in the Compliance Advisory Council requests for reissuance of license consent agenda, excluding Adaure Ugboke, RN. Carroll seconded. Motion carried.

Carroll	Yes		Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes		Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Recuse		7 Yes; 0 no; 1 Absent; 0 Abstain; 1 Recuse					

**Adaure Ugboke, RN:** Pazdernik motioned to ratify the order for reissuance of license for Aduare Ugboke, RN, which was signed by the Executive Director Pfenning on July 8, 2025, as she has complied with the terms and conditions of her stipulation for settlement approved January 24, 2024. Friestad seconded. Motion carried.

Carroll	Yes		Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes		Pazdernik	Yes	Richter	Recuse	Seamands	Yes
Vetter	Recuse		6 Yes; 0 no; 1 Absent; 0 Abstain; 2 Recuse					

- c. Compliance Advisory Council-Stipulations for Settlement-Consent Agenda:** Pazdernik motioned to accept the recommendations as presented in the Compliance Advisory Council-Stipulations for Settlement-Consent Agenda, excluding: Kathryn Baker, RN and Victoria Haugen, LPN. Carroll seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Recuse	7 Yes; 0 no; 1 Absent; 0 Abstain; 1 Recuse					

**Kathryn Baker, RN:** Richter motioned to accept the terms of the proposed Stipulation for Settlement for Kathryn Baker, RN and enter its order to issue a reprimand; assess a \$700 penalty plus costs and disbursements; and other terms as set out in the board order. Krank seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Recuse	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Recuse	6 Yes; 0 no; 1 Absent; 0 Abstain; 2 Recuse					

**Victoria Haugen, LPN:** Pazdernik motioned to accept the terms of the proposed Stipulation for Settlement for Victoria Haugen, LPN and enter its order of license suspension for an indefinite period, or until she completes all recommendations for treatment and aftercare. Seconded by Krank. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Recuse	Seamands	Yes
Vetter	Recuse	6 Yes; 0 no; 1 Absent; 0 Abstain; 2 Recuse					

- d. Emergency Orders (no action)**

- e. Other compliance cases**

**Ratification of Amendments to Order-Consent Agenda:** Fisher motioned to accept the recommendations of the compliance advisory council as presented. Carroll seconded. Motion carried.

Carroll	Yes		Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes		Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Recuse		7 Yes; 0 no; 1 Absent; 0 Abstain; 1 Recuse					

**Order Denying Application:** Carroll motioned to approve the order denying application for Josephine Anita Tay, RN applicant. Richter seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Recuse	7 Yes; 0 no; 1 Absent; 0 Abstain; 1 Recuse					

## 8. Nursing Education

- a. Nursing Education Committee (NEC) Consent Agenda:** Nursing Education Committee (Krank) recommend the Board accept the recommendations of the Nursing Education Committee as presented in the Education Consent Agenda. Richter seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

- b. Nursing Education Loan Award Considerations:** Nursing Education Committee (Krank) recommended approving the 32 eligible individuals for the Nursing Education Loan for a total amount awarded of \$99,999.94 (version 2) according to NDAC 54-04.1 Nursing Education Loan. Vetter seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

- c. Distance Nursing Program Compliance Concerns:** Krank motioned to acknowledge that Nightingale College, BSN Program is not a recognized distance nursing education program for FY 2024-2025; and to not approve the Nightingale College BSN Program's request for 2025-2026 distance nursing education program recognition, as the program does not hold NDBON annual recognition. Carroll seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

## 9. Licensure & Operations

- a. UAP certifying agencies:** Vetter motioned to approve the addition of the following UAP/MAIII certification agencies for registry: National Performance Specialists (NPC), and National Paramedical for Technicians and Assistants Association (NPTAA), in North Dakota, and allow Board staff (directors) to approve other agencies as encountered if their requirements for certification align with previously approved agencies. Pazdernik seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

- b. CE Broker:** Krank motioned to approve the transition of CE audits performed through CE Broker to ORBS and direct staff to notify CE Broker via direct communication and formally through the termination letter as drafted by SAAG Simonson. Richter seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

### c. Operations/Office update

- i. Ratification of education division redesign:** Krank motioned to ratify the Executive Committee's June 9, 2025, approval of the following: 1. Archive of the Associate Director for Education position effective August 1, 2025, and Nursing Consultant position July 1, 2025. 2. Approve the following two new position descriptions for the NDBON Education Division as distributed: Education Division Coordinator and Nursing Education Program Coordinator. 3. Approve the updated NDBON Organizational Chart reflecting these changes effective August 1, 2025. Richter seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

### ii. Operations update (no action)

## 10. Board of Nursing

- a. Board Terms (no action):** Reviewed NDBON terms. Pazdernik awaiting consideration for re-appointment by Governor for second term. Welcomed Dr. Seth Fisher APRN board member and Dr. John Carroll public member.

- b. FY 2026 Meeting Dates:** Richter motioned to accept FY 2026 regular meeting dates and annual retreat as follows: Regular Board Meetings: October 30, 2025; January 22, 2026; April 23, 2026; July 23, 2026. Board Retreat: October 29, 2025. Committees: as scheduled by respective committees. Friestad seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

- c. Governance Manual:** Pazdernik motioned to approve the proposed revisions to the Governance Manual as distributed. Carroll seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

- d. Committee Charges FY 2026:** Carroll motioned to approve proposed FY 2026 committee charges as distributed. Fisher seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

- e. Committee Appointments FY 2026:** Vetter motioned to approve FY 2026 committee appointments as distributed with the following appointments: Seamands and Richter to Finance Committee; Seamands and Krank to Alternative to Discipline Committee; Friestad to Risk Management Committee; Fisher to Prescription Drug Monitoring Program Advisory Council; Vetter and Seamands to Strategic Planning Committee; Carroll to Nursing Education Committee. Krank seconded. Motion carried.

Carroll	Yes	Fisher	Yes	Friestad	Yes	Giannonatti	Absent
Krank	Yes	Pazdernik	Yes	Richter	Yes	Seamands	Yes
Vetter	Yes	8 Yes; 0 no; 1 Absent; 0 Abstain: 0; Recuse					

### 13. Announcements

**Future Board Meetings:** October 29 retreat and October 30, 2025

- 14. Adjournment** – Richter motioned to adjourn. Second by Friestad. Meeting adjourned at 2:05 p.m. CT

Consent Agendas available upon request to [contactus@ndbon.org](mailto:contactus@ndbon.org)