



NORTH DAKOTA BOARD OF NURSING
Meeting Minutes – Draft
January 22, 2026
Virtual

All motions taken by roll call.

- 1. Roll call, Presidents comments, conflict of interest:** President Seamands called the meeting to order at 9:01 a.m. CT.

NDBON roll call: Kyla Armstrong, Dr. John Carroll, Dr. Seth Fisher, Sarah Friestad, Melodi Krank, Samantha Richter, Maggie Seamands, Joseph Vetter. *Absent: Brooke Giannonatti*

NDBON staff present: Dr. Stacey Olsen, Kyle Martin, Maureen Bentz, Melissa Hanson, Corrie Lund, Sam Breen, Dr. Charys Kunkel, SAAG Bergeson, SAAG Simonson.

- 2. Consent agenda:** Carroll moved to approve the consent agenda. Armstrong seconded. Motion carried.

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

- 3. Agenda:** Krank moved to approve January 22, 2026, agenda. Richter seconded. Motion carried.

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

- 4. Meeting minutes: October 29, 2025, Retreat & October 30, 2025, regular meeting:** Krank moved to approve October 29, 2025, retreat minutes. Carroll seconded. Motion carried.

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

Vetter moved to approve October 30, 2025, regular meeting. Richter seconded. Motion carried.

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

- 5. Public forum:** No testimony presented.

- 6. Strategic and financial reports:** Martin provided overview of financial reports, expenses and income to date.

- a. **Strategic Plan progress report January through June 2025:** Fisher motioned to approve the Strategic Plan progress report from January 2025 through December 2025 as distributed; and direct staff to review and propose revisions for July 1, 2026, through June 30, 2029, Strategic Plan. Krank seconded. Motion carried.

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

- b. **Bank ratifications:** Vetter moved to approve the management of the bank accounts as follows. Richter seconded. Motion carried.

- Kirkwood Bank
 - Main Checking: Stacey Olsen, Kyle Martin, Heather Huber, Joseph Vetter (Board Treasurer).
 - ACH: Stacey Olsen, Kyle Martin, Karen Hahn, Heather Huber; and limited to payroll and benefits for Brady Martz.
 - Savings: Stacey Olsen, Kyle Martin, Heather Huber, Joseph Vetter (Board Treasurer).
 - Savings/checking transfers only: Kyle Martin, Heather Huber, Stacey Olsen.
 - Credit card access: Stacey Olsen, Kyle Martin
- Bank of North Dakota
 - NEL Checking & Savings: Stacey Olsen, Kyle Martin, Heather Huber, Joseph Vetter (Board Treasurer)
 - Merchant Account–Stacey Olsen, Kyle Martin, Heather Huber, Joseph Vetter (Board Treasurer)
- Dakota Community Bank, BND, BNC, Kirkwood Bank (Investment/Reserve funds)–Stacey Olsen

- KBT Safety Deposit Box–Stacey Olsen, Kyle Martin

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

- c. **Eide Bailly audit report:** Jared Mack, Eide Bailly representative, presented the FY 2025 audit report. Armstrong motioned to accept the final Eide Bailly FY 2025 audit report. Richter seconded. Motion carried.

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

7. **Compliance:** *Select discipline matters involving discussion of an individual's medical records or any other document containing personal health information may include executive sessions as such records and documents are exempt under N.D.A.C. 54-02-07-04.

Vetter standing conflict of interest: NDBON approved the standing recusal from deliberation and voting on compliance agenda items indefinitely at the July 2025 regular meeting.

Richter Conflict of Interest: Armstrong moved 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 7(a)1 Courtney Aman-Request for reinstatement of license. Carroll seconded. Motion carried.

Armstrong	Yes	Carroll	Yes	Fisher	Yes	Friestad	Yes
Giannonatti	Absent	Krank	Yes	N/A	N/A	Seamands	Yes
Vetter	Yes	6 Yes; 0 no; 1 Absent; 0 Abstain					

a. **Requests for reinstatements: Courtney Aman, RN- Request for Reinstatement**

Executive Session: Vetter moved to hold an executive session to consider the following agenda items according to NDCC Section 44-04-18.1 to discuss closed, confidential, or exempt records of Courtney Aman, RN-Request for reinstatement of license. The executive session began at 10:10 am CT. Armstrong seconded. Motion carried.

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

Carroll moved to adjourn executive session and opened the meeting to the public at 10:24 am. Richter seconded. Motion carried.

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

Carroll motioned to grant reinstatement of Courtney Aman'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.

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

- b. **Request for reconsideration:** Carroll moved to not consider Laura Lemay's motion to modify her stipulation for settlement, signed by her on April 17, 2025, and approved by the Board April 24, 2025. Friestad seconded. Motion carried.

Armstrong	No	Carroll	Yes	Fisher	No	Friestad	Yes
Giannonatti	Absent	Krank	Yes	Richter	Yes	Seamands	Yes
Vetter	Recuse	5 Yes; 2 no; 1 Absent; 0 Abstain; 1 Recuse					

- c. **Compliance Advisory Council recommendations consent Agenda (Request for reissuance, stipulations for settlements, surrenders, other compliance cases):** Carroll moved to accept the recommendations of the Compliance Advisory Council consent agenda. Fisher seconded. Motion carried.

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

d. **Emergency orders (no action)**

- Rayleen March, RN and Trena Lundquist, UAP- Orders of emergency suspension
- Michelle Dumas, RN and Haweya Artan, RN/LPN- Notices of suspension
- Nadia Nunez, LPN-Order denying reconsideration of order
- Erica Truhlicka, LPN—Cease and desist order

8. **Nursing Education**

- a. **Nursing Education Committee Recommendations-Consent agenda:** NEC Chair Krank moved to accept the NEC recommendations as presented in the Education Consent Agenda. Carroll seconded. Motion carried.

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

- b. **University of Jamestown: progress reports:** Richter motioned to approve the progress report submitted by the University of Jamestown, School of Nursing, Associate of Science in Nursing program, as it meets NDAC, 54-03.2-08-03. New Nursing Education Programs requirements: and grant continued initial approval of the program until July 2026; and require an onsite survey in April 2026. Krank seconded. Motion carried.

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

Armstrong motioned to approve the progress report submitted by the University of Jamestown, School of Nursing, Direct Entry Master of Science in Nursing program, as it meets NDAC, 54-03.2-08-03. New Nursing Education Programs requirements: and grant continued initial approval of the program until July 2026; and require an onsite survey in April 2026. Krank seconded. Motion carried.

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

- c. **UND programmatic change request:** Krank motioned to approve the request from the University of North Dakota, Department of Nursing, Doctor of Nursing Practice Program, for the addition of a degree offered, the Adult Gerontology Acute Care Nurse Practitioner Certificate Program, with enrollment of up to 24 students beginning fall 2026 semester as the program has full approval, and the changes comply with NDAC Programmatic Changes. Fisher seconded. Motion carried.

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

- d. **Request: Clinical faculty qualifications (appointment Dr. Christoffers).** *Dr. Collette Christoffers presented a request on behalf of stakeholders in North Dakota to the NDBON, asking the Board to consider revising NDAC to allow BSN-prepared nurses, rather than MSN-prepared nurses, to qualify as clinical faculty.* Carroll motioned to direct the education division and SAAG Simonson to review and explore the presented challenges with regulatory implications related to clinical faculty qualifications and present findings and recommendations to the NDBON at the July Board meeting. Krank seconded. Motion carried.

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

9. **Licensure & Operations**

- a. **APRN Licensure Compact (no action).** The National Council of State Boards of Nursing announced the rescinding and revising of the current APRN Licensure Compact. The rationale emphasized continued urgency for an APRN compact, noting that the existing compact has only four states enacted, while seven are required for implementation. The planned revisions will focus exclusively on licensure requirements, and remove provisions related to scope of practice. NDBON enacted the compact in 2021 and will need to pursue repeal of the legislation.

- b. **Operations/office updates-Welcome Heather Huber, new staff member**

- i. **Operations Assistant position description:** Vetter motioned to approve the operations assistant position description as distributed. Krank seconded. Motion carried.

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

- a. **“PVR Policy” revisions:** Richter approve the revisions to the Complaint Process Policy (formerly PVR Process Policy) as distributed. Armstrong seconded. Motion carried.

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

9 Nursing Practice

- a. **Revised practice guidance “Role of the Nurse in Sedation/Analgesia”:** Armstrong motion to approve the revised practice guidance, *Role of the Nurse in Sedation/Analgesia* (as distributed or edited as discussed). Fisher seconded. Motion carried.

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

- b. **“Role of the Nurse in Aesthetic Practices in Retail Settings”-update:** Vetter motioned to approve the minor, non-substantive updates to the practice guidance, *Role of the Nurse in Aesthetic Practices in Retail Settings*, and direct staff to disseminate the updated guidance. Richter seconded. Motion carried.

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

- c. **ND Department of Health and Human Services (NDDHS) STI standing order request:** Richter motioned to approve the NDDHS standing order for the treatment of syphilis. Armstrong seconded. Motion carried.

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

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- a. **Secretary of State: Statement of interest (no action):** SAAG Simonson provided overview of the new legislative requirement impacting NDBON members.

13. Announcements

Future Board Meetings: January 22, 2026 virtual regular meeting.

14. Adjournment

Vetter moved to adjourn. Friestad seconded. Meeting adjourned at 1:49 pm.

Consent Agendas available upon request to contactus@ndbon.org