

North Dakota Board of Nursing Meeting Minutes – July 20, 2017

Call to Order:	July 20, 2017 at 8:30 a.m. – NDBON Board Conference Room – 919 S 7 th Street, Suite 504, Bismarck, ND	
Roll Call:	Nine members present as follows:	
	Jane Christianson, RN Member, President Michael Hammer, RN Member, Vice-President Kevin Buettner, APRN Member Wendi Johnston, LPN Member	Mary Beth Johnson, RN Member Jamie Hammer, RN Member Bonny Mayer, LPN Member Tanya Spilovoy, Public Member
	Absent: Janelle Holth, RN Member	
	Staff Present:	
	Stacey Pfenning, APRN, Executive Director Tammy Buchholz, RN, Associate Director for Education Julie Schwan, Administrative Services Coordinator	Melissa Hanson, RN, Associate Director for Discipline Patricia Hill, RN, Assistant Director for Practice & Discipline
Other individuals were present as indicated on the Board Meeting Attendance Roster.		
AGENDA		
Introduction of New Board Members & DOE Surveyor	The board welcomed two new members appointed by Governor Burgum for a four-year term: Dr. Kevin Buettner PhD, APRN Board Member from Grand Forks employed as Program Director for the UND Nurse Anesthesia Program and Dr. Tanya Spilovoy Ed.D., Public Member from Bismarck employed as Director of Open Policy for Western Interstate Commission for Higher Education (WICHE). Also present for this meeting was Valerie Lefor with the US Department of Education as part of a survey visit of the ND Board of Nursing for continued DOE recognition.	
1.1 Consent Agenda	<p><i>Discussion:</i> The consent agenda was reviewed with no items identified for discussion.</p> <p><i>Motion:</i> Mayer, seconded by Johnson to: ADOPT THE CONSENT AGENDA AS PRESENTED.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, absent, Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 7 yes, 0 no, 2 absent. Motion carried.</p>	
1.2 Agenda	<p><i>Discussion:</i> The agenda was reviewed. No additions were identified.</p> <p><i>Motion:</i> Johnson, seconded by Johnston to: APPROVE THE AGENDA AS DISTRIBUTED.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, absent, Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 7 yes, 0 no, 2 absent. Motion carried.</p>	
1.3 Public Forum 9:00 a.m.	No one was present to address the board for open forum.	
2.1 May 18, 2017 Meeting Minutes & Public Notice	<p><i>Discussion:</i> The minutes of the May 18, 2017 meeting were reviewed. No changes or corrections were identified.</p> <p><i>Motion:</i> J. Hammer, seconded by Johnson to: APPROVE THE MINUTES OF THE MAY 18, 2017 MEETING AS DISTRIBUTED.</p> <p><i>Roll call vote:</i> Buettner, recuse; Christianson, yes; J. Hammer, yes; M. Hammer, yes, Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, recuse. 6 yes, 0 no, 2 recuse, 1 absent. Motion carried.</p>	
3.1 Financial Statements	The financial statements through June 30, 2017 were reviewed. Income is at 98% and expenses at 98% of budgeted. The year-end adjusting entries will be made and the updated financial statements shared with the board in September.	
3.2 Strategic Plan Report Jan-June 2017	<p><i>Discussion:</i> The board reviewed the Strategic Plan Progress report from January through June 2017. Identified goals and progress to date were noted for each. Staggering of the nursing program site visits was discussed and staff will present a plan to the board in the upcoming year. The board discussed that this strategic plan will go through June 30, 2018 and a new plan will need to be developed within the next year.</p> <p><i>Motion:</i> Johnston, seconded by J. Hammer to: ACCEPT THE PROGRESS REPORT FOR THE STRATEGIC PLAN FROM JANUARY 2017 THROUGH JUNE 2017 AS DISTRIBUTED.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>	
3.3 2017-2018 Fee Schedule	<p><i>Discussion:</i> The board reviews and ratifies the fee schedule for the new fiscal year annually. The schedule reflects the fee revisions that were approved at the May meeting as part of the finance committee proposals. Staff noted one addition under Compliance Division Non-disciplinary Letter of Concern. The rules allow assessing of administrative fees for Letter of Concerns and had not been listed under the fee schedule.</p> <p><i>Motion:</i> Mayer, seconded by Johnston to: RATIFY THE 2017-2018 FEE SCHEDULE.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>	

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AGENDA	DISCUSSION & ACTION
3.4 Bank Accounts Ratification	<p><i>Discussion:</i> The board is required to annually approve management of the bank accounts used for the operation of the board.</p> <p><i>Motion:</i> Johnson, seconded by M. Hammer to: APPROVE THE MANAGEMENT OF THE FOLLOWING ACCOUNTS: KIRKWOOD BANK - MAIN CHECKING, PFENNING, HILL, HANSON, AND BOARD TREASURER KIRKWOOD SAVINGS: PFENNING AND BOARD TREASURER BANK OF NORTH DAKOTA - NEL CHECKING & SAVINGS: PFENNING AND BOARD TREASURER BANK OF NORTH DAKOTA – MERCHANT ACCOUNT – PFENNING AND BOARD TREASURER DAKOTA COMMUNITY BANK, BND, BNC, AND KIRKWOOD BANK – INVESTMENT/RESERVE FUNDS – PFENNING ON-LINE BANKING TRANSFERS – SCHWAN KBT SAFETY DEPOSIT BOX – PFENNING, SCHWAN, ROSSMAN</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>
4.1.1 Request for Reinstatement –Tracy Gamble, R37524	<p><i>Discussion:</i> Tracy Gamble, RN was present to request reinstatement of her surrendered RN license. Ms. Gamble signed a statement in which she acknowledged the board is authorized to hold an executive session to discuss exempt or closed records, and agreed to discuss her request for licensure during the regular board meeting, which is open to the public, and may include personal health information. The board reviewed the CAC recommendation for reinstatement to encumbered status for two years. The board discussed future employment plans and support systems with Ms. Gamble.</p> <p><i>Motion:</i> Johnson, seconded by M. Hammer to: GRANT TRACY GAMBLE’S REQUEST FOR REINSTATEMENT OF HER SUSPENDED RN LICENSE TO ENCUMBERED STATUS FOR TWO YEARS WITH THE TERMS AND CONDITIONS OF THE ENCUMBRANCE AS ESTABLISHED BY THE BOARD AND SET OUT IN THE BOARD ORDER.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, recuse; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 7 yes, 0 no, 1 recuse, 1 absent. Motion carried.</p>
4.1.2 Request for Reinstatement – Shirley Reinowski, R26048, L6707	<p><i>Discussion:</i> Shirley Reinowski, RN was present to request reinstatement of her suspended RN license. Ms. Reinowski signed a statement in which she acknowledged the board is authorized to hold an executive session to discuss exempt or closed records, and agreed to discuss her request for licensure during the regular board meeting, which is open to the public, and may include personal health information. The board reviewed the CAC recommendation to reinstate her license to encumbered status for two years. The board discussed future employment plans with Ms. Reinowski.</p> <p><i>Motion:</i> Johnson, seconded by M. Hammer to: GRANT SHIRLEY REINOWSKI’S REQUEST FOR REINSTATEMENT OF HER SUSPENDED RN LICENSE TO ENCUMBERED STATUS FOR TWO YEARS WITH THE TERMS AND CONDITIONS OF THE ENCUMBRANCE AS ESTABLISHED BY THE BOARD AND SET OUT IN THE BOARD ORDER.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>
4.2.1 Request for Reissuance – Stephanie Fischer, L10644	<p><i>Discussion:</i> Stephanie Fischer, LPN, is requesting reissuance of her LPN license from encumbered status to full licensure status. The board reviewed the current order and staff reported she has complied with the terms and conditions of the Stipulation for Settlement dated July 16, 2015.</p> <p><i>Motion:</i> Mayer, seconded by M. Hammer to: GRANT STEPHANIE FISCHER’S REQUEST FOR REISSUANCE OF HER LPN LICENSE TO UNRESTRICTED PRACTICE AND FULL LICENSURE STATUS AS SHE HAS COMPLIED WITH THE TERMS AND CONDITIONS OF HER ORDER FOR REINSTATEMENT DATED JULY 16, 2015.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>
4.2.2 Request for Reissuance – Kayla (Haberstroh) Gannarelli, R39691	<p><i>Discussion:</i> Kayla Gannarelli, RN, is requesting reissuance of her RN license from encumbered status to full licensure status. The board reviewed the current order and staff reported she has complied with the terms and conditions of the Stipulation for Settlement dated July 16, 2015.</p> <p><i>Motion:</i> Johnson, seconded by Mayer to: GRANT KAYLA (HABERSTROH) GANNARELLI’S REQUEST FOR REISSUANCE OF HER RN LICENSE TO UNRESTRICTED PRACTICE AND FULL LICENSURE STATUS AS SHE HAS COMPLIED WITH THE TERMS AND CONDITIONS OF THE STIPULATION FOR SETTLEMENT DATED JULY 16, 2015.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, recuse; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 7 yes, 0 no, 1 recuse, 1 absent. Motion carried.</p>

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AGENDA	DISCUSSION & ACTION								
4.5.1 Surrender	<p><i>Discussion:</i> One individual has signed and submitted a surrender, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the surrender.</p> <p><i>Motion:</i> Johnson, seconded by J. Hammer to: APPROVE AND ACCEPT THE TERMS OF THE PROPOSED SURRENDER AS A FINAL ORDER OF THE BOARD FOR THE FOLLOWING:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Name</th> <th style="text-align: center;">Lic/Reg #</th> <th style="text-align: center;">City, State</th> <th style="text-align: center;">Penalty Fee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Helmer, Jordana</td> <td style="text-align: center;">R37970 & L12662</td> <td style="text-align: center;">Fargo, ND</td> <td style="text-align: center;">\$600</td> </tr> </tbody> </table> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>	Name	Lic/Reg #	City, State	Penalty Fee	Helmer, Jordana	R37970 & L12662	Fargo, ND	\$600
Name	Lic/Reg #	City, State	Penalty Fee						
Helmer, Jordana	R37970 & L12662	Fargo, ND	\$600						
4.6.1 Stipulation for Settlement – Cami Bren, R29353, APRN	<p><i>Discussion:</i> A Stipulation for Settlement was received from Cami Bren, RN, APRN seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3)(5) and NDAC 54-02-07-01.1 (5)(6)(7).</p> <p><i>Motion:</i> M. Hammer, seconded by Mayer to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR CAMI BREN, RN, APRN AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ ENCUMBER THE PRESCRIPTIVE AUTHORITY; ◆ ASSESS A \$800 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>								
4.6.2 Stipulation for Settlement – Boima Metzger, L14550	<p><i>Discussion:</i> A Stipulation for Settlement was received from Boima Metzger, L14550, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3) and NDAC 54-02-07-01-1 (5)(6).</p> <p><i>Motion:</i> Mayer, seconded by M. Hammer to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR BOIMA METZGER, LPN AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ ISSUE A REPRIMAND; ◆ ASSESS A \$500 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, recuse; Mayer, yes; Spilovoy, yes. 7 yes, 0 no, 1 recuse, 1 absent. Motion carried.</p>								
4.6.3 Stipulation for Settlement – Lori Rose, RN Applicant	<p><i>Discussion:</i> A Stipulation for Settlement was received from Lori Rose, RN Applicant seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (2)(4) and NDAC 54-02-07.01-1 (7)(8).</p> <p><i>Motion:</i> M. Hammer, seconded by Johnston to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR LORI ROSE, RN APPLICANT AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ ISSUE A REPRIMAND; ◆ ASSESS A \$500 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>								
4.6.4 Stipulation for Settlement – Christine Biel, R25018	<p><i>Discussion:</i> A Stipulation for Settlement was received from Christine Biel, RN, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (3) and NDAC 54-02-07-01.1 (5)(6)(7)(8).</p> <p><i>Motion:</i> Johnson, seconded by Mayer to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR CHRISTINE BIEL, RN, AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ ISSUE A REPRIMAND; ◆ ASSESS AN \$500 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, recuse; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 7 yes, 0 no, 1 recuse, 1 absent. Motion carried.</p>								

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AGENDA	DISCUSSION & ACTION
4.6.5 Stipulation for Settlement – Wendy Brown, R33928	<p><i>Discussion:</i> A Stipulation for Settlement was received from Wendy Brown, RN seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (1).</p> <p><i>Motion:</i> ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR WENDY BROWN, RN AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ SUSPEND THE LICENSE FOR 18 MONTHS; ◆ ASSESS A \$800 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>
4.6.6 Stipulation for Settlement – Roxanne Montgomery, R27860 and L7964 (lapsed)	<p><i>Discussion:</i> A Stipulation for Settlement was received from Roxanne Montgomery, RN & LPN seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the Stipulation for Settlement for violation of NDCC 43-12.1-14 (1)(5) and NDAC 54-02-07.01-1 (8).</p> <p><i>Motion:</i> Johnson, seconded by Johnston to: ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR ROXANNE MONTGOMERY, RN & LPN AND ENTER ITS ORDER TO:</p> <ul style="list-style-type: none"> ◆ INDEFINITELY SUSPEND HER RN & LPN LICENSE (NOT LESS THAN 12 MONTHS) ◆ ASSESS A \$1000 PENALTY FEE PLUS COSTS AND DISBURSEMENTS; AND ◆ OTHER TERMS AS SET OUT IN BOARD ORDER. <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>
4.8.1 Other – Ratification for Sarah (Brooks) Rust, R33290	<p><i>Discussion:</i> Sarah (Brooks) Rust, R33290 submitted a request for reissuance of her RN license from encumbered status to full licensure status. The board reviewed the current order and staff reported she has complied with the terms and conditions of the Stipulation for Settlement dated July 17, 2014. Ms. Brooks had fulfilled the terms and conditions of her board order prior to the May meeting; however was inadvertently omitted from the agenda. The Executive Committee met the day after the meeting and approved reissuance of her license based on fulfilling her terms and conditions of the board.</p> <p><i>Motion from the Executive Committee to:</i> EXECUTIVE COMMITTEE RECOMMENDS THAT THE BOARD RATIFY SARAH (BROOKS) RUST'S REQUEST FOR REISSUANCE OF RN LICENSE TO UNRESTRICTED PRACTICE AND FULL LICENSURE STATUS AS SHE HAS COMPLIED WITH THE TERMS AND CONDITIONS OF THE ORDER FOR REINSTATEMENT DATED JULY 17, 2014.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>
4.9.1 Paul Porter, R43600	NOTICE OF SUSPENSION issued to Paul Porter, RN, Boaz, AL on May 30, 2017. Mr. Porter failed to submit to a chemical dependency evaluation within 30 days of request. Per NDAC 54-02-07-04.1 license may be suspended until results of required evaluation are submitted.
4.9.2 Leah Ellingson, L11219	CEASE AND DESIST ORDER issued to Leah Ellingson, LPN, Fargo, ND on June 1, 2017. Renewed LPN License on December 31, 2016 and represented in application that continuing education requirements for licensure renewal were completed. Selected for audit and failed to submit verification of successful completion of the required continuing education.
4.9.3 Martha Garduward, L14545	CEASE AND DESIST ORDER issued to Martha Garduward, LPN, Fargo, ND on June 1, 2017. Renewed LPN License on November 30, 2016 and represented in application that continuing education requirements for licensure renewal were completed. Selected for audit and failed to submit verification of successful completion of the required continuing education.
4.9.4 Haley Woodall, R42797	ORDER OF EMERGENCY SUSPENSION issued to Haley Woodall, RN, Buffalo, WY on June 26, 2017. Received notification of action taken by the WY Board of Nursing – Summary Suspension for diversion of narcotics. While working in a home health setting, licensee stole a patient's narcotic prescription, filled it, and kept the medication. Licensee admitted to the patient's daughter that she had taken the medication. She was terminated from her employment for diversion of narcotics. Respondent's license is SUSPENDED for 5 years or until retracted, modified or superseded by final disciplinary action of the Board or upon agreement between Respondent and the Board.
4.9.5 Jeanna Degelder, R28344	NOTICE OF SUSPENSION issued to Jeanna Degelder, RN, Horace, ND on July 10, 2017. Violated terms of Order for Reinstatement of Licensed dated November 19, 2015. Respondent's license is automatically SUSPENDED for a period of two (2) years.
4.10.1 Non-Disciplinary Letter of Concern Administrative Fee	The Non-Disciplinary Letter of Concern (LOC) Administrative Fee may be assessed by the compliance advisory committee (CAC) on case by case basis according to ND Administrative Rules. This fee is \$100 for first LOC, \$150 for second LOC, and \$200 for third LOC and has been added to the fee schedule.

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AGENDA	DISCUSSION & ACTION
4.10.2 Marijuana use by nurses	<p><i>Discussion:</i> The board discussed the issue of the state's legalization of medical marijuana, as well as legalized recreational marijuana in other states and how to address those issues in the state of ND. NCSBN has formed a committee and is looking at the issue as well. After much discussion, board members agreed to convene a nurse advisory panel to monitor the issue. It was also recommended that the ND Tri-Regulator Collaborative discuss the issue as all other disciplines will be affected by the new law.</p> <p><i>Motion:</i> Johnson, seconded by J. Hammer to: CONVENE THE NURSE ADVISORY PANEL TO MONITOR AND REPORT ON ISSUES RELATED TO MEDICAL AND RECREATIONAL MARIJUANA AND CONSIDER FUTURE POLICY AND PROCEDURE.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>
	<p>Staff reported that Rocky Mountain Monitoring, the current drug monitoring company that is used by the board will be discontinuing their services in the next few months and staff will be searching for a new monitoring company.</p>
5.1-1 Rasmussen College – A-BSN Program Initial Approval (NEC)	<p><i>Discussion:</i> Robert Muster, PhD, RN, Regional Dean of Nursing; Northern Region and Nurse Administrator, Fargo, ND and Dr. Joan Rich, Vice-President of Nursing for Rasmussen College were present for this agenda item. Rasmussen College has requested approval to begin offering an accelerated Bachelor of Science (A-BSN) Standard Entrance and Second Degree nursing program at their Fargo campus. Buchholz and Hanson conducted a site visit for initial approval on June 28, 2017. Surveyors examined eighteen of the NDAC Article 54-03.2 Standards for Nursing Education Programs, and found no issues of non-compliance, and two issues of partial compliance: NDAC 54-03.2-04-02 Faculty Policies; and NDAC 54-02.2-05-01 Student Policies. The Nursing Education Committee reviewed the Executive Summary and the staff determinations and rationale for each standard. Dr. Muster discussed the plan for initial enrollment of 16 students to increase to a maximum of 24 students per quarter. The board discussed clinical sites, and it was indicated that the programs will offer 12 on-line courses and 9 on campus courses. The same curriculum is used for this program in all states it is offered, which includes MN, KS, WI and FL. Once the program is approved, the program will advertise for a permanent Nurse Administrator.</p> <p><i>Motion from Nursing Education Committee:</i> THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD:</p> <ol style="list-style-type: none"> 1. FIND THE RASMUSSEN COLLEGE BACCALAUREATE DEGREE NURSING EDUCATION PROGRAM IN SUBSTANTIAL COMPLIANCE WITH ND ADMINISTRATIVE CODE 54-03.2. STANDARDS FOR NURSING EDUCATION PROGRAMS; AND 2. GRANT INITIAL APPROVAL OF THE RASMUSSEN COLLEGE BACCALAUREATE DEGREE NURSING EDUCATION PROGRAM UNTIL JULY 2018; AND REQUIRE AN ONSITE SURVEY IN JUNE 2018; AND 3. REQUIRE THE RASMUSSEN COLLEGE BACCALAUREATE DEGREE NURSING EDUCATION PROGRAM NURSE ADMINISTRATOR TO SUBMIT A COMPLIANCE REPORT BY NOVEMBER 1, 2017 TO ADDRESS THE ISSUES OF PARTIAL COMPLIANCE WITH ND ADMINISTRATIVE CODE 54-03.2 STANDARDS FOR NURSING EDUCATION PROGRAMS 54-03.2-04-02. FACULTY POLICIES. AND 54-03.2-05-01. STUDENT POLICIES.; AND 4. REQUIRE THE RASMUSSEN COLLEGE BACCALAUREATE DEGREE NURSING EDUCATION PROGRAM NURSE ADMINISTRATOR TO SUBMIT PROGRESS REPORTS DEMONSTRATING IMPLEMENTATION OF APPROVED PLANS TO THE BOARD OFFICE NOVEMBER 1, 2017 AND MARCH 1, 2018. <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>
5.1.2 Dickinson State University – AASPN & BSN Program Survey Compliance Report	<p><i>Discussion:</i> Dickinson State University Department of Nursing AASPN and BSN Programs submitted a compliance report for review to address one issue of partial compliance with NDAC 54-03.2-04-07 Preceptors noted in November 17, 2016 survey report. Staff indicate the compliance letter report narrative and DSU DON Preceptor handbook provide clear evidence that DSU Dept of Nursing meets this standard.</p> <p><i>Motion:</i> Johnson, seconded by M. Hammer: THAT THE BOARD:</p> <ol style="list-style-type: none"> 1. FIND THE COMPLIANCE REPORT SUBMITTED BY THE DICKINSON STATE UNIVERSITY, ASSOCIATE DEGREE PRACTICAL NURSE AND BACCALAUREATE DEGREE NURSING PROGRAMS NURSE ADMINISTRATOR ADDRESSING THE ISSUE OF PARTIAL COMPLIANCE WITH NORTH DAKOTA ADMINISTRATIVE CODE 54-03.2 STANDARDS FOR NURSING EDUCATION PROGRAMS: <u>54-03.2-04-07. PRECEPTORS</u>, MEETS THE STANDARD; AND 2. FIND THE DICKINSON STATE UNIVERSITY, ASSOCIATE DEGREE PRACTICAL NURSE AND BACCALAUREATE DEGREE NURSING EDUCATION PROGRAMS IN SUBSTANTIAL COMPLIANCE WITH <u>ND ADMINISTRATIVE CODE 54-03.2</u>; AND 3. CONTINUE FULL APPROVAL OF THE DICKINSON STATE UNIVERSITY, ASSOCIATE DEGREE PRACTICAL NURSE AND BACCALAUREATE DEGREE NURSING PROGRAMS UNTIL NOVEMBER 2021 AS GRANTED NOVEMBER 17, 2016 AND REQUIRE AN ONSITE SURVEY IN 2021. <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, absent. 7 yes, 0 no, 2 absent. Motion carried.</p>

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AGENDA	DISCUSSION & ACTION
<p>5.1-3 Sitting Bull College – ASPN Program Survey Compliance Report</p>	<p><i>Discussion:</i> Dr. D'Arlyn Bauer, Director of Nursing Division, Sitting Bull College was present for this agenda item. A compliance report to address one issue of partial compliance with NDAC 54-03-2-02-06 Financial Support was submitted and reviewed. Surveyors identified the need for additional personnel in the fall 2015 onsite program survey, and to date the program continues to operate with the same number of faculty present at that time. The program remains vulnerable and unsustainable due to limited human resources and the planned retirement of both current faculty members by Fall 2019. The program administrator has created a succession plan and submitted with May 2017 compliance report which details personnel needs and mentorship requirements in preparation for the pending retirement of current faculty and nurse administrator by Fall 2019. To date there have been no applicants for the open positions. The board discussed a possible tribal consortium and it was noted that the tribal colleges are planning on collaboration. The board noted the program will need to address possible closure if faculty is not secured within the next year.</p> <p><i>Motion:</i> Johnson, seconded by M. Hammer to:</p> <p>MOVE THAT THE BOARD:</p> <ol style="list-style-type: none"> 1. FIND THE COMPLIANCE REPORT SUBMITTED BY THE SITTING BULL COLLEGE ASSOCIATE DEGREE PRACTICAL NURSE PROGRAM NURSE ADMINISTRATOR ADDRESSING THE ISSUE OF PARTIAL COMPLIANCE WITH <u>54-03.2-02-06. FINANCIAL SUPPORT</u>. PARTIALLY MEETS THE STANDARD; AND 2. FIND THE SITTING BULL COLLEGE ASSOCIATE DEGREE PRACTICAL NURSE PROGRAM IN SUBSTANTIAL COMPLIANCE WITH <u>ND ADMINISTRATIVE CODE 54-03.2</u>; AND 3. CONTINUE FULL APPROVAL OF THE SITTING BULL COLLEGE, ASSOCIATE DEGREE PRACTICAL NURSE PROGRAM UNTIL NOVEMBER 2020 AS GRANTED NOVEMBER 19, 2015 AND REQUIRE AND ONSITE SURVEY IN 2020; AND 4. REQUIRE THE SITTING BULL COLLEGE ASSOCIATE DEGREE PRACTICAL NURSE PROGRAM NURSE ADMINISTRATOR TO SUBMIT A COMPLIANCE REPORT BY JULY 1, 2018 TO ADDRESS THE ISSUE OF PARTIAL-COMPLIANCE WITH NORTH DAKOTA ADMINISTRATIVE CODE 54-03.2 STANDARDS FOR NURSING EDUCATION PROGRAMS: <u>54-03.2-02-06. FINANCIAL SUPPORT</u>. <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>
<p>5.1-4 United Tribes Technical College – AASPN Program – Compliance Report</p>	<p><i>Discussion:</i> Jan Lynch, MSN, RN, Chair of the Nursing Department at United Tribes Technical College was present for this agenda item. A compliance report to address five issues of non-compliance identified in the May 2017 survey report were reviewed. Based on the report, all the issues of non-compliance and partial compliance have been determined as met progressing, partially met or met. A focused on-site survey will be conducted in Fall of 2018.</p> <p><i>Motion:</i> Johnson, seconded by M. Hammer to:</p> <p>MOVE THAT THE BOARD:</p> <ol style="list-style-type: none"> 1. FIND THE COMPLIANCE REPORT SUBMITTED BY THE UNITED TRIBES TECHNICAL COLLEGE, ASSOCIATE DEGREE PRACTICAL NURSING EDUCATION PROGRAM NURSE ADMINISTRATOR ADDRESSING THE ISSUES NON-COMPLIANCE WITH NORTH DAKOTA ADMINISTRATIVE CODE 54-03.2 STANDARDS FOR NURSING EDUCATION PROGRAMS INCLUDING: <u>54-03.2-02-06. FINANCIAL SUPPORT. 54-03.2-04-01. FACULTY RESPONSIBILITIES. 54-03.2-04-03. PRACTICAL OR ASSOCIATE DEGREE NURSE EDUCATION PROGRAM FACULTY QUALIFICATIONS. 54-03.2-04-08. EMPLOYMENT OF ACADEMICALLY UNQUALIFIED FACULTY. 54-03.2-07-01.1. PERFORMANCE OF GRADUATES ON LICENSING EXAMINATION</u>. PARTIALLY MEETS THE STANDARD; AND 2. FIND THE UNITED TRIBES TECHNICAL COLLEGE, ASSOCIATE DEGREE PRACTICAL NURSING EDUCATION PROGRAM IN PARTIAL COMPLIANCE WITH <u>ND ADMINISTRATIVE CODE 54-03.2</u>; AND 3. CONTINUE CONDITIONAL APPROVAL OF THE UNITED TRIBES TECHNICAL COLLEGE, ASSOCIATE DEGREE PRACTICAL NURSING EDUCATION PROGRAM UNTIL SEPTEMBER 2018; AND 4. REQUIRE A FOCUSED ONSITE SURVEY OF THE UNITED TRIBES TECHNICAL COLLEGE, ASSOCIATE DEGREE PRACTICAL NURSING EDUCATION PROGRAM IN AUGUST 2018. <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>

North Dakota Board of Nursing Meeting Minutes – July 20, 2017

AGENDA	DISCUSSION & ACTION						
5.2-1 University of Mary Division of Nursing, BSN Program Curriculum Programmatic Change (NEC)	<p><i>Discussion:</i> The NEC reviewed a programmatic change request from University of Mary, Division of Nursing, Traditional and LPN to BSN Baccalaureate Programs to replace NUR438 Interdisciplinary Care, 1 credit course, with IPE 401 Interprofessionalism in Health Care, 1 credit course. IPE 401 will meet expectations for interdisciplinary collaboration in a better format and enhance the students' learning opportunities for dialogue amongst health care professions. The proposed change will take effect Fall of 2017.</p> <p><i>Motion from Nursing Education Committee:</i> THE NURSING EDUCATION COMMITTEE RECOMMENDS THE BOARD APPROVE THE UNIVERSITY OF MARY DIVISION OF NURSING REQUEST FOR CURRICULUM REVISION FOR THE TRADITIONAL AND LPN TO BSN BACCALAUREATE PROGRAMS AS A MAJOR PROGRAMMATIC CHANGE AS THE PROGRAM HAS FULL APPROVAL FROM THE ND BOARD OF NURSING AND THE PROGRAMMATIC CHANGE IS IN COMPLIANCE WITH NDAC 54-03.2-06-02. PROGRAMMATIC CHANGES.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, recuse; Johnston, yes; Mayer, yes; Spilovoy, absent. 6 yes, 0 no, 1 recuse, 2 absent. Motion carried.</p>						
5.4-1 Valerie Lefor, DOE Surveyor Onsite for NDBON Continued Recognition	Valerie Lefor is attending the board meeting to observe the nursing education program approval process for Rasmussen College for continued approval of the ND Board of Nursing for Department of Education recognition.						
5.4-2 Nursing Education Loan Awards (NEC)	<p><i>Discussion:</i> The Nursing Education Committee considered 56 applicants for 2017-2018 NEL Awards. The committee reviewed two options for amounts of awards, one which would give each applicant 63% of the maximum amount allowed, and the second option which gives 70% to those in their final year, and less for those who have additional years to apply. The NEC chose the second option for 2017-2018 awards.</p> <p><i>Motion from the Nursing Education Committee to:</i> THE NURSING EDUCATION COMMITTEE RECOMMENDS THAT ACCORDING TO NDAC 54-04.1 NURSING EDUCATION LOANS, THE BOARD APPROVE OPTION 2 FOR THE ATTACHED LIST OF INDIVIDUALS FOR THE NURSING EDUCATION LOAN FOR A TOTAL AWARDED OF \$88,871.00.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, absent. 7 yes, 0 no, 2 absent. Motion carried.</p>						
5.4-3 NEL Requests for Deferments – Katie Banley & JoDell Schmidt	<p><i>Discussion:</i> Two graduate student nursing education loan recipients graduated in May 2017 and will not begin employment until January 2018 due to pregnancies with fall due dates. They are requesting deferment of repayment or employment in ND until January 2018.</p> <p><i>Motion:</i> Johnson, seconded by M. Hammer to: APPROVE THE FOLLOWING REQUESTS FOR NURSING EDUCATION LOAN REPAYMENT DEFERMENT:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>NAME</th> <th>DATE DEFERMENT ENDS</th> </tr> </thead> <tbody> <tr> <td>Katie Banley</td> <td>January 1, 2018</td> </tr> <tr> <td>JoDell Schmidt</td> <td>January 1, 2018</td> </tr> </tbody> </table> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>	NAME	DATE DEFERMENT ENDS	Katie Banley	January 1, 2018	JoDell Schmidt	January 1, 2018
NAME	DATE DEFERMENT ENDS						
Katie Banley	January 1, 2018						
JoDell Schmidt	January 1, 2018						
6.1 Licensing requirements & NPA – Military Equivalency	The board has received applications for license by endorsement for licensees who have been licensed and practicing in other states by completing military training and were licensed by equivalency. ND law requires completion of a nursing program for the level of licensure sought. NCSBN has released an analysis comparing selected military health care occupation curricula with a standard practical nurse curriculum. The board reviewed the outcomes of the NCSBN study, and noted that Missouri Board of Nursing became the first state to approve the Air Force BMTCP 4N051 (5 Skill Level) program as a practical nurse program. The ND Nurse Practices Act would need to be changed to allow these applicants to qualify for licensure. The board discussed the issue of equivalency and indicated a preference for other options, such as a bridge program to meet the requirements of the law for PN program completion.						
6.2 CFN Request to add option for donation during application/renewal process	<p><i>Discussion:</i> The ND Center for Nursing has requested the board add a link to the on-line renewal application for the option to donate to the ND Center for Nursing. It was noted that link would take them to the ND Center for Nursing page to complete the transaction.</p> <p><i>Motion:</i> M. Hammer, seconded by J. Hammer to: APPROVE THE REQUEST FROM THE ND CENTER FOR NURSING TO ADD AN OPTION TO THE ON-LINE RENEWAL APPLICATION FOR DONATION TO THE ND CENTER FOR NURSING.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>						
7.1.1 Scope of Practice Meeting – NDDoH, BOM, Board of Cosmetology	Buchholz attended a meeting of the ND Dept of Health, ND Board of Medicine, ND Board of Nursing and ND Board of Cosmetology related to microblading. This practice is not in the realm of nursing and is currently overseen by the ND Dept of Health, as is the practice of tattooing. There has been concern regarding negative effects of the procedure being done by individuals with little or no related education or training. The group will continue to meet and staff will keep the board updated.						

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AGENDA	DISCUSSION & ACTION
7.2-1 CRNA Ketamine Clinics for mental health conditions and pain (Materi, Spears, Gabel)	The Board received several inquiries related to the opening of two Ketamine Clinics in the Bismarck community. Dr. Pfenning invited the CRNA owners of the two clinics to attend the July Board meeting to provide information related to practices, procedures and protocols implemented within these clinics. Jacqueline Materi, CRNA of Ketamine Care Clinic was available via phone and Kelli Gabel, CRNA and Lura Spears, CRNA of Thrive Anesthesia were present to discuss the research and evidence related to the practice of administering Ketamine for chronic pain and mental health issues in the clinic setting and answer questions for the Board. The practitioners discussed safety measures and equipment in place for emergencies, DEA registration and prescriptive authority, and the requirement that patients have a medical diagnosis and referral from a primary care provider to be seen for treatment.
7.3-1 eNLC Transition Commission overview	The 26 th state has officially passed the enhanced Nurse Licensure Compact, and the effective date of eNLC will be when signed by the governor and that state, which is expected to happen any day. The implementation date will be six months after the effective date, which will be January of 2018. The board office will need to track licensees that meet the requirements of the current compact, but will not meet requirements of eNLC. These individuals will then be issued a single state license on the implementation date of eNLC. NCSBN is preparing communication materials for use and distribution by the boards.
7.4-1 ND Board of Medicine Rule Promulgation for Telemedicine – in process	The ND Board of Medicine is in the process of adopting rules for Telemedicine. Proposed rules reviewed.
9.1 Nursing Education Committee	Met May 17, 2017. Discussed with Agenda Items 5.0. Minutes of the July 12 meeting were provided.
9.2 Finance Committee	Minutes of the April 28, 2017 meeting were provided for members review.
9.3 Executive Committee	Minutes of the May 19, 2017 meeting were provided for members review.
9.4-1 Prescription Drug Monitoring Committee	Christianson attended meeting and provided summary to the board.
9.4-2.1 ND Center for Nursing Board of Directors Meeting	Pfenning indicated that she has been informed the current president of the ND Center for Nursing will be resigning in the next few months, so as President elect she will be assuming the President position in August 2017.
9.4-2.2 NDCFN Conference Planning	Hanson attended.
9.4-3 Reducing Pharmaceutical Narcotics in our Community	No meeting.
9.9-4 ND Tri-Regulator Collaborative	The board reviewed the minutes of the June 13, 2017 ND Tri-Regulator Collaborative meeting. The committee discussed legislative studies that will affect boards: HB1149 Relating to audits of occupational and professional boards, HCR3026 to study supervision of the state's occupational and professional licensing boards to retain antitrust law immunity. The Compassionate Care/Medical Marijuana legislation was also discussed and how this may impact practicing licensees and monitoring/impaired practice concerns. The committee also discussed frequent inquiries related to lack of regulation for Surgical First Assistant (non-nursing).
9.5-5 Envision 2030 Health Care Advisory Committee	Pfenning is representing the board on this advisory committee.
9.4-6 Governor's Nursing Shortage Planning Team	Pfenning is representing the Board of Nursing on the Governor's Nursing Shortage Planning Team. A slide deck was developed to document the current state of nursing in ND. The team is releasing the slide deck and encourages feedback from all sectors of ND as the team works to develop the action plan. The team plans to finish their work by October 2017. Feedback is invited by August 10, 2017 at https://www.surveymonkey.com/r/XMG2Z96 . The board reviewed the makeup of the planning team. Pfenning indicates this a very comprehensive review of nursing in ND. There has been a 13% increase in licensed nurses in ND over past five years, but still unable to keep up with workforce demands in ND. The number of applicants for nursing program admission is greater than available slots. Lack of clinical sites and nursing faculty are being explored as barrier to increasing slots. The planning committee met with the Program Director for Western University of Health Sciences related to Master Curriculum and the presentation was provided for board member review. Streamlining nursing program admissions by using standardized applications and consideration of a master curriculum for seamless transition from one program to another are options being reviewed. Pfenning indicated while change is difficult, nursing currently has the undivided attention of state leaders. She indicated that nursing is actively involved in the development of action items through CUNEA, NDBON and NDCFN participation on the planning team and encourages all who are interested to participate when possible. Pfenning anticipates projects to be assigned as part of the planning team's work, and indicates that monitoring and participating in the Governor's Nursing Shortage Planning Team has been added as a NEC charge for the upcoming year. Action Plans are to be presented to the Governor this fall and drafts are in progress. The board discussed convening conference call meetings if decision making is required between regular meetings due to Planning Team recommendations.
10.1 UAP Renewal Numbers	The April-June 2017 UAP & MA IIII renewal cycle just completed with a total of 262 renewed.
11.1 Election – Selection of Treasurer	<p><i>Discussion:</i> Jamie Hammer has agreed to volunteer for the office of treasurer for the next two years. No other members expressed interest.</p> <p><i>Motion:</i> Johnson, seconded by M. Hammer to:</p> <p>APPROVE JAMIE HAMMER AS TREASURER FOR A TWO-YEAR TERM ENDING JULY 2019.</p> <p><i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.</p>

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AGENDA	DISCUSSION & ACTION
11.2 Committee Charges and Committee Appointments	<i>Discussion:</i> The board made committee assignments for 2017-2018.
	<i>Motion:</i> Johnston, seconded by M. Hammer to: APPROVE THE FOLLOWING COMMITTEE APPOINTMENTS: EXECUTIVE COMMITTEE: CHAIR: PRESIDENT, VICE-PRESIDENT, TREASURER JANE CHRISTIANSON, MICHAEL HAMMER, JAMIE HAMMER NURSING EDUCATION COMMITTEE: CHAIR: (TO BE DECIDED) MARY BETH JOHNSON, JANELLE HOLTH, TANYA SPILOVOY (BONNIE MAYER, ALTERNATE) FINANCE COMMITTEE: CHAIR TREASURER JAMIE HAMMER KEVIN BUETTNER, JANE CHRISTIANSON RISK MANAGEMENT COMMITTEE: BONNIE MAYER BOARD REPRESENTATIVES FOR: PDMP COMMITTEE: PFENNING, CHRISTIANSON ND CENTER FOR NURSING ALTERNATE: WENDY JOHNSTON
	<i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.
	<i>Discussion:</i> Committee Charges for 2017-2018 were reviewed.
	<i>Motion:</i> Johnston, seconded by M. Hammer to: APPROVE THE PROPOSED 2017-2018 COMMITTEE CHARGES AS DISTRIBUTED. <i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.
11.3 Reappointment per Governor	Janelle Holth has been reappointed as RN Board member for another four-year term: July 2017 through June 2021.
11.4 Appointments per Governor	Kevin Buettner was appointed as APRN Board Member and Tanya Spilovoy was appointed Public Member July 2017 through June 2021.
11.5 BON addresses and phone numbers	Board members addresses and contact information was distributed.
11.6 Approve Board Meeting Dates for 2017-2018	<i>Discussion:</i> The board considered efficiency of meetings and possible options for Board and NEC meetings to occur on the same day. However, after discussion, it was decided to leave as is with the committee meeting the afternoon prior to the meeting to ensure sufficient time for NEC agenda items.
	<i>Motion:</i> M. Hammer, seconded by Johnston to: APPROVE THE FOLLOWING MEETING DATES FOR 2017-2018: JULY 20, 2017 ANNUAL MEETING SEPTEMBER 27, 2017 BOARD RETREAT SEPTEMBER 28, 2017 BOARD MEETING NOVEMBER 16, 2017 JANUARY 18, 2018 MARCH 22, 2018 MAY 17, 2018 JULY 19, 2018 ANNUAL MEETING
	<i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.
	<i>Discussion:</i> The board reviewed dates for NEC, Finance Committee and Executive Committee meetings.
	<i>Motion:</i> Johnson, seconded by M. Hammer to: APPROVE THE FOLLOWING COMMITTEE MEETING DATES FOR 2017-2018: NURSING EDUCATION COMMITTEE & NEL: JULY 12, 2017 NOVEMBER 15, 2017 MAY 16, 2018 FINANCE COMMITTEE MEETING: APRIL 26, 2018 EXECUTIVE COMMITTEE MEETING: MAY 17, 2018
<i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.	

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AGENDA	DISCUSSION & ACTION
11.7 Verification of practice/Conflict of Interest Disclosure/Worker's Comp	Board members and staff are required to complete annually.
11.8 Election of Officers Policy & Procedure	<i>Discussion:</i> A proposed Procedure for Conduction of the Election of Officers of the Board was reviewed.
	<i>Motion:</i> M. Hammer, seconded by Johnston to: APPROVE THE DRAFT "PROCEDURE FOR CONDUCTING THE ELECTION OF OFFICERS OF THE BOARD" .
	<i>Roll call vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Holth, absent; Johnson, yes; Johnston, yes; Mayer, yes; Spilovoy, yes. 8 yes, 0 no, 1 absent. Motion carried.
12.1 Staff Presentations	Hold until after October 2017 due to workload.

CONSENT AGENDA:

8.1 NCSBN
8.1-1 2016 Year in Review NCSBN
8.2 Office Management
8.2-1 2017-2018 Approved Budget
8.3 Nursing Practice
8.4 Legal Counsel
8.5 Unlicensed Assistive Person/Medication Assistant
8.5-1 NNAAP Testing Summary
8.5-2 NNAAP Testing Statistics
8.5-3 NNAAP FY Summary
8.6 Licensure
8.6-1 NCLEX-RN Quarterly Reports – 1 st Quarter 2017
8.6-2 NCLEX-PN Quarterly Reports – 1 st Quarter 2017
8.6-3 CE Audit for 2016 Licensure Renewal
8.7 Discipline
8.7-1 Discipline Statistics/Case Activity Report
8.7-2 NLC Case Log
8.8 Academic and Continuing Education
8.8-1 Ratification of approval of continuing education for contact hours
8.8-2 Distance Education Programs and Students Summer 2017 Updates
8.8-3 Faculty Development Program Summer 2017
8.8-4 Survey Schedule Updates Summer 2017

The meeting recessed from 12:10 p.m. to 12:40 p.m. and adjourned at 2:55 p.m. on July 20, 2017.



Stacey Pfenning, DNP, APRN, RN
Executive Director
Draft 07/25/2017

Nursing Education Loan Applicants

Vocational Certificate - LPN

Fiscal Year 2017-2018

<i>Last Name</i>	<i>First Name</i>	<i>Nursing Program</i>	<i>Anticipated grad date</i>	<i>Award</i>
MANSTROM	HANNAH	DNP BSC	7/30/2018	\$700.00
RAAP	MORGAN	DNP DAKOTA COLLEGE	7/15/2018	\$700.00
*****GRAND TOTAL				\$1,400.00

Nursing Education Loan Applicants

Associates Degree -RN

Fiscal Year 2017-2018

<i>Last Name</i>	<i>First Name</i>	<i>Nursing Program</i>	<i>Anticipated grad date</i>	<i>Award</i>
CAMP	KAYLA	DNP DAKOTA COLLEGE	5/30/2018	\$1,400.00
DOWNS	JILL	NDSCS	5/25/2018	\$1,400.00
MCMILLAN	STEPHANIE	NDSCS	5/30/2018	\$1,400.00
MUHL	LEANNE	MSCTC	5/30/2018	\$1,400.00
SCHAFF	JESSICA	DNP BSC	5/30/2018	\$1,400.00
SCHILL	KATERI	NDSCS	5/30/2019	\$560.00
VES	NIKOLA	DNP DAKOTA COLLEGE	5/11/2018	\$1,400.00
*****GRAND TOTAL				\$8,960.00

Nursing Education Loan Applicants

Bachelors in Nursing

Fiscal Year 2017-2018

<i>Last Name</i>	<i>First Name</i>	<i>Nursing Program</i>	<i>Anticipated grad date</i>	<i>Award</i>
BUSETH	BOBBIE	UNIVERSITY OF MARY	4/30/2018	\$2,100.00
CHARLEY	MEGHAN	UNIVERSITY OF MARY	5/30/2018	\$1,420.00
DAVIS	ALAN	UND	5/30/2018	\$2,100.00
GILSTAD	HALEY	NDSU	12/30/2018	\$686.00
HARRISON	KINZEY	UNIVERSITY OF MARY	8/25/2018	\$840.00
HAYES	SUMMER	CONCORDIA COLLEGE	5/30/2018	\$2,100.00
HELLMUTH	LAURA	MINOT STATE UNIVERSI	12/30/2017	\$2,100.00
KUCH	SARAH	NDSU	5/30/2019	\$840.00
MARSH-FARRINGT	MARRIAH	DICKINSON STATE UNIV	5/30/2018	\$2,100.00
NELL	SARAH	UND	5/12/2018	\$2,100.00
NELSON	TAYLOR	UND	5/30/2018	\$1,420.00
ODELL	CHRISTIE	RASMUSSEN COLLEGE	12/15/2018	\$840.00
PARISIEN	QUINN	UND	12/15/2017	\$2,100.00
PETERSON	TRISHA	MAYVILLE STATE UNIVE	12/30/2017	\$2,100.00
WAITE	COLTON	NDSU	12/30/2018	\$840.00
WOLF	EMILY	DICKINSON STATE UNIV	5/30/2018	\$1,420.00

<i>Last Name</i>	<i>First Name</i>	<i>Nursing Program</i>	<i>Anticipated grad date</i>	<i>Award</i>
*****GRAND TOTAL				\$25,106.00

Nursing Education Loan Applicants

Masters in Nursing

Fiscal Year 2017-2018

<i>Last Name</i>	<i>First Name</i>	<i>Nursing Program</i>	<i>Anticipated grad date</i>	<i>Award</i>
BERGER	ERIN	UND	5/30/2019	\$905.00
BRYNJULSON	BETH	UND	5/30/2018	\$2,800.00
CROSS	JASON	University of Mary	4/30/2018	\$2,800.00
ERNST	SHANNON	SIMMONS COLLEGE	8/20/2017	\$1,890.00
GOURNEAU	KRISTEN	UND	5/30/2019	\$1,120.00
HAUGLAND	BARBARA	GRAND CANYON UNIVER	5/9/2018	\$2,800.00
JOHNSON	RICHELLE	UNIVERSITY OF MARY	4/26/2019	\$1,120.00
KAINZ	MELISSA	WALDEN UNIVERSITY	12/30/2018	\$1,120.00
KUDRNA	RAUMI	UNIVERSITY OF MARY	5/28/2018	\$2,800.00
KVEUM	JOANN	BRADLEY UNIVERSITY	12/30/2018	\$1,120.00
MORGAN	NICOLE	UND	5/30/2018	\$2,800.00
OLIVER	NIKKI	MINNESOTA STATE UNIV	8/30/2018	\$980.00
PETERSEN	WHITNEY	WESTERN GOVERNORS U	3/30/2018	\$1,890.00
PRINCE	ASHLEY	MOUNT MARTY COLLEG	2/23/2018	\$1,890.00
SCHMITZ	DANNA	MARYVILLE UNIVERSITY	8/25/2019	\$700.00
SHERVE	JODI	UND	5/12/2018	\$2,800.00
SUNDEEN	VANESSA	UND	5/30/2018	\$1,670.00

<i>Last Name</i>	<i>First Name</i>	<i>Nursing Program</i>	<i>Anticipated grad date</i>	<i>Award</i>
TOMPKINS	MICHELLE	WESTERN GOVERNOR'S	3/31/2018	\$1,890.00
TROTTIER	DANIELLE	UNIVERSITY OF MARY	4/27/2018	\$2,800.00
*****GRAND TOTAL				\$35,895.00

Nursing Education Loan Applicants

Doctoral Degree

Fiscal Year 2017-2018

<i>Last Name</i>	<i>First Name</i>	<i>Nursing Program</i>	<i>Anticipated grad date</i>	<i>Award</i>
BUCHHOLZ	TAMMY	AMERICAN SENTINEL UN	5/30/2019	\$1,265.00
HAUGEN	CAREY	UNIVERSITY OF ALABAM	5/30/2020	\$954.00
KOPP	WENDY	NDSU	12/30/2018	\$1,040.00
LEEDAHL	TRACY	AMERICAN SENTINEL UN	6/30/2019	\$1,540.00
MCDANIEL	BECKY	UNIVERSITY OF ARIZON	5/30/2020	\$860.00
PETERS	GRETCHEN	NDSU	5/30/2020	\$954.00
POMONIS	HAILEY	NDSU	5/30/2020	\$954.00
RISING	CHERYL	UNIVERSITY OF MARY	5/30/2019	\$1,540.00
ROTH	KATHY	IDAHO STATE UNIVERSIT	5/30/2019	\$1,265.00
SENGER	JOSIE	NDSU	5/12/2018	\$2,600.00
WEISER	DEANNA	NDSU	5/30/2018	\$3,850.00
ZEIDLIK	RAQUEL	UND	5/30/2021	\$688.00
*****GRAND TOTAL				\$17,510.00