

## North Dakota Board of Nursing Meeting Minutes – January 17, 2019

Call to Order: January 17, 2019 at 8:30 a.m. – NDBON Board Conference Room – 919 S 7<sup>th</sup> Street, Suite 504, Bismarck, ND

Roll Call: Eight members present as follows:

Jane Christianson, RN Member, President	Jamie Hammer, RN Member, Treasurer
Michael Hammer, RN Member, Vice-President	Mary Beth Johnson, RN Member
Kevin Buettner, APRN Member	Bonny Mayer, LPN Member
Wendi Johnston, LPN Member	Janelle Holth, RN Member

Staff Present:

Stacey Pfenning, APRN, Executive Director	Melissa Hanson, RN, Associate Director for Compliance
Chris Becker, Accounting/Licensure Specialist	Patricia Hill, RN, Assistant Director for Practice & Compliance
Tammy Buchholz, RN, Associate Director	Maureen Benz, Associate Director for Practice

Other individuals were present as indicated on the Board Meeting Attendance Roster.

AGENDA ITEM	DISCUSSION & ACTION
1.1 Consent Agenda	<p><i>Discussion:</i> The consent agenda was reviewed and discussed the request to move item 3.11 (Staff Reports) to the main agenda for discussion.</p> <p><i>Motion:</i> Holth, seconded by M. Hammer to: <b>ADOPT THE CONSENT AGENDA AS PRESENTED.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no Motion carried.</p>
1.2 Agenda	<p><i>Discussion:</i> The agenda was reviewed with amended changes identified.</p> <p><i>Motion:</i> M. Johnson, seconded by Holth to: <b>APPROVE THE AGENDA AS AMENDED TO REPRESENT THAT AT THIS MEETING PATRCIA MOULTON WILL NOT BE PRESENTING FOR AGENDA ITEM 4.5 ND CENTER FOR NURSING STRATEGIC AND FINANCE REPORT AND 3.11 CONSENT AGENDA FOR STAFF REPORTS MOVED TO MAIN AGENDA ITEM 4.6 FOR DISCUSSION.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no Motion carried.</p>
1.3 Public Forum 9:00 – 9:15 a.m.	No one was present to address the board for open forum.
1.4 AAG Presentation	Sandra DePointes provided education to the Board and staff on open meetings, public notice, open records, minutes, and voting. Q&A provided.
2.1 October 25, 2018 Meeting Minutes	<p><i>Discussion:</i> The minutes of the October 25, 2018 meeting were reviewed. No corrections were identified.</p> <p><i>Motion:</i> Buettner, seconded by M. Hammer to: <b>APPROVE THE MINUTES OF THE OCTOBER 25, 2018 MEETING AS DISTRIBUTED.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no Motion carried.</p>
2.2 December 27, 2018 Special Meeting Minutes	<p><i>Discussion:</i> The minutes of the December 27, 2018 special meeting were reviewed. No corrections were identified.</p> <p><i>Motion:</i> J. Hammer, seconded by Holth to: <b>APPROVE THE MINUTES OF THE DECEMBER 27, 2018 MEETING AS DISTRIBUTED.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no Motion carried.</p>
4.1 Financial Statements	The FY 2018-19 financial statements through November 30, 2018 were reviewed. Income is at 46% and expenses at 43% of YTD budget. The YTD comparison from this year to last year were also reviewed. Comparison of Year over Year relates to application timing during renewal months from October to December.
4.2 Audit Report FY 2017-2018	<p><i>Discussion:</i> At October meeting, EideBailly audit representative presented the NDBON financial statement overview for the year end June 30, 2018. EideBailly finalized 2017-18 Financial Audited Statements on January 4, 2019. with adjusting entries and footnotes. Per financial review the main factor in the decrease in net position relates to the adjustment for the Employer Share of Net Pension Liability from NDPERS and the Implementation of GASB Statement No. 75, (OPEB) Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions.</p> <p><i>Motion:</i> M. Hammer, seconded by W. Johnston to: <b>APPROVE THE 2017-2018 FY FINANCIAL AUDIT REPORT AS DISTRIBUTED.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no Motion carried.</p>

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AGENDA ITEM	DISCUSSION & ACTION
4.3 Strategic Plan Progress Report	<i>Discussion:</i> The board reviewed the progress of the Strategic Plan through December 2018. Staff highlighted recent updates to the plan.
	<i>Motion:</i> M.Hammer, seconded by J.Hammer to: <b>APPROVE THE JULY-DECEMBER 2018 STRATEGIC PLAN.</b>
	<i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no Motion carried.
4.4 Annual Report 2017-2018	<i>Discussion:</i> The Annual Report was reviewed. No changes were identified
	<i>Motion:</i> Buettner, seconded by M.Hammer to: <b>APPROVE THE 2017-2018 ANNUAL REPORT</b>
	<i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no Motion carried
4.5 ND Center for Nursing	<i>Discussion:</i> The board discussed the current funding formula for the ND Center for Nursing. Staff provided details of history related to NDBON financial support of ND CFN and the current funding which is an allocation of licensure renewal fees.
	<i>Motion:</i> Johnson, seconded by M.Hammer to: <b>DIRECT STAFF TO RESEARCH HOW OTHER STATE BOARDS OF NURSING STRUCTURE THEIR COLLABORATIVE RELATIONSHIP AND FISCAL SUPPORT WITH THE STATE'S CENTER FOR NURSING AND BRING INFORMATION TO THE NEXT FINANCE COMMITTEE MEETING FOR CONSIDERATION.</b>
	<i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no Motion carried
4.6 Staff Report	<i>Discussion:</i> Executive Director request for Board's support to provide consultant to assist with staffing and addition of FTE to maintain function of Board office. Board reviewed information provided and discussed that the addition of 1 FTE be further discussed and considered at the next scheduled Finance Committee meeting in combination with Agenda item 4.5 ND Center for Nursing.
	<i>Motion:</i> M.Johnson, seconded by J. Hammer to: <b>APPROVE THE EXECUTIVE DIRECTOR'S REQUEST FOR CONSULTANT TO ASSIST WITH STAFFING STARTING JANUARY 2019 AND TEMPORARY ADDITION OF 0.5 FTE FOR ADMINISTRATIVE STAFF APRIL-OCTOBER 2019.</b>
	<i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no Motion carried
5.0 Executive Session (10:30 am)	<i>Discussion:</i> Executive Session to be consider Agenda Item 5.1.2 per NDCC Section 44-04-18:1
	<i>Motion:</i> Holth, seconded by W.Johnston to: <b>APPROVE THE BOARD HOLD AN EXECUTIVE SESSION TO CONSIDER AGENDA ITEM 5.1.2, CRISTIE MITZEL, TO DISCUSS HEALTH INFORMATION.</b>
	<i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no Motion carried
5.1.1 Request for Reinstatement – Kim Hartje, RN&LPN R26477 L8251	<i>Discussion:</i> Ratify Order for Kim Hartje's Reinstatement of RN & LPN Licenses dated December 17, 2018. The board reviewed and discussed the Compliance Advisory Council recommendation to encumber the license.
	<i>Motion:</i> M.Hammer, seconded by Holth to: <b>RATIFY KIM HARTJE'S ORDER FOR REINSTATEMENT DATED DECEMBER 17, 2018 FOR REINSTATEMENT OF HER SUSPENDED LICENSES TO ENCUMBERED STATUS WITH TERMS AND CONDITIONS OF THE ENCUMBRANCE AS ESTABLISHED BY THE BOARD AND AS SET OUT IN THE BOARD ORDER.</b>
	<i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no. Motion carried.
AGENDA ITEM	DISCUSSION & ACTION
5.1.2 Request for Reinstatement Cristie Mitzel R31424	<i>Discussion:</i> Cristie Mitzel requested Reinstatement of RN & LPN Licenses. The board reviewed and discussed the Compliance Advisory Council recommendation with the terms and conditions of the Encumbrance as established by the Board and set out by the Board order.

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	<p><i>Motion:</i> Holth, seconded by M.Hammer to: <b>GRANT CRISTIE MITZEL’S REQUEST FOR REINSTATEMENT OF RN &amp; LPN LICENSES TO ENCUMBERED STATUS FOR A MINIMUM OF 12 MONTHS AND 2,000 HOURS OF PRACTICE OR UPON SUCCESSFUL COMPLETION OF THE CONDITIONS OF THE MN BOARD OF NURSING AND MN HPSP PARTICIPATION AGREEMENT WITH THE TERMS AND CONDITIONS OF THE ENCUMBRANCE AS ESTABLISHED BY THE BOARD AND SET OUT BY THE BOARD ORDER.</b></p> <hr/> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, recuse; 7 yes. 0 no, 1 recuse Motion carried.</p>
<p>5.2.1 Request for Reissuance – Michael Barry, RN, R38647</p>	<p><i>Discussion:</i> Michael Barry requested reissuance of RN License from probationary status to full licensure status. The board reviewed the current order and discussed the Compliance Advisory Council recommendation to reissue the license to full licensure status. The terms and conditions of the board order dated May 19, 2016 have been completed as reported by board staff.</p> <p><i>Motion:</i> M.Hammer, seconded by Holth to: <b>BOARD RATIFY MICHAEL BARRY’S ORDER FOR REISSUANCE OF LICENSE DATED NOVEMBER 30,2018 TO UNRESTRICTED PRACTICE AND FULL LICENSURE STATUS AS A REGISTERED NURSE AS HE HAS COMPLIED WITH THE TERMS AND CONDITIONS OF THE STIPULATION FOR SETTLEMENT DATED MAY 19, 2016.</b></p> <hr/> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, abstain; Johnston, yes; Mayer, yes; Holth, yes; 7 yes. 0 no, 1 abstain Motion carried.</p>
<p>5.2.2 Request for Reissuance – Diana Blumhorst (Peterson), RN &amp; LPN R35728 / L12080</p>	<p><i>Discussion:</i> Diana Blumhorst (Peterson) requested reissuance of RN License from probationary status to full licensure status. The board reviewed the current order and discussed the Compliance Advisory Council recommendation to reissue the license to full licensure status. The terms and conditions of the board order dated May 22, 2015 have been completed as reported by board staff.</p> <p><i>Motion:</i> M.Hammer, seconded by J.Hammer to: <b>RATIFY DIANA (PETERSON) BLUMHORST’S ORDER FOR REISSUANCE OF LICENSE DATED NOVEMBER 30,2018 TO UNRESTRICTED PRACTICE AND FULL LICENSURE STATUS AS A REGISTERED NURSE AS SHE HAS COMPLIED WITH THE TERMS AND CONDITIONS OF THE STIPULATION FOR SETTLEMENT DATED MAY 22, 2015.</b></p> <hr/> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth yes; 8 yes. 0 no Motion carried.</p>
<p>5.2.3. Request for Reissuance – Lindsay Krabbenhoft, RN R36734</p>	<p><i>Discussion:</i> Lindsay Krabbenhoft requested reissuance of RN License from probationary status to full licensure status. The board reviewed the current order and discussed the Compliance Advisory Council recommendation to reissue the license to full licensure status. The terms and conditions of the board order dated January 21, 2016 have been completed as reported by board staff.</p> <p><i>Motion:</i> M.Johnson, seconded by Holth to: <b>GRANT LINDSAY KRABbenhOFT’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 OF LICENSE DATED JANUARY 21, 2016</b></p> <hr/> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no Motion carried.</p>
<p>5.2.4 Request for Reissuance – Theresa Leer, APRN &amp; RN R27305</p>	<p><i>Discussion:</i> Theresa Leer requested reissuance of APRN and RN Licenses from probationary status to full licensure status. The board reviewed the current order and discussed the Compliance Advisory Council recommendation to reissue the license to full licensure status. The terms and conditions of the board order dated January 19, 2017 have been completed as reported by board staff.</p> <p><i>Motion:</i> J.Holth, seconded by J.Hammer to: <b>GRANT THERESA LEER’S REQUEST FOR REISSUANCE OF APRN AND RN LICENSES TO UNRESTRICTED PRACTICE AND FULL LICENSURE STATUS AS SHE HAS COMPLIED WITH THE TERMS AND CONDITIONS OF THE ORDER FOR REINSTATEMENT OF LICENSE DATED JANUARY 19, 2017.</b></p> <hr/> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, recuse; Johnston, yes; Mayer, yes; Holth, yes; 7 yes. 0 no, 1 recuse. Motion carried</p>
<p><b>AGENDA ITEM</b></p>	<p><b>DISCUSSION &amp; ACTION</b></p>
<p>5.3.1 Request for Reissuance– Twila Johnson, RN R25808</p>	<p><i>Discussion:</i> Twila Johnson requested for the Board’s consideration of early reissuance of RN License.</p> <p><i>Motion:</i> M.Hammer, seconded by W.Johnston to: <b>DENY TWILA JOHNSON’S REQUEST FOR EARLY REISSUANCE OF RN LICENSE TO UNRESTRICTED PRACTICE AND FULL LICENSURE STATUS AS SHE HAS TO DATE BEEN COMPLIANT WITH THE TERMS AND CONDITIONS OF THE ORDER FOR REINSTATEMENT OF LICENSE DATED SEPTEMBER 29, 2016.</b></p>

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	<p><i>Roll Call Vote: Buettner, yes; Christianson, no; J. Hammer, no; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, no; Holth, no; 4 yes. 4 no.</i> Motion defeated.</p>																								
<p>5.5.1 Surrender</p>	<p><i>Discussion:</i> Four individuals have signed and submitted a surrenders, seeking the Board's consideration and approval of its terms. The Board reviewed and discussed the facts and terms of the surrenders.</p> <p><i>Motion:</i> M.Johnson, seconded by M.Hammer to: <b>APPROVE AND ACCEPT THE TERMS OF THE PROPOSED SURRENDERS AS A FINAL ORDER OF THE BOARD FOR THE FOLLOWING INDIVIDUALS:</b></p> <table border="1" data-bbox="638 334 1682 537"> <thead> <tr> <th>NAME</th> <th>LIC/REG #</th> <th>CITY, STATE</th> <th>PENALTY FEE</th> </tr> </thead> <tbody> <tr> <td>HEILIG, KATHRYN</td> <td>R23930</td> <td>GRAND FORKS, ND</td> <td>\$600</td> </tr> <tr> <td>HENLEY, SAMANTHA</td> <td>R32471</td> <td>MANDAN, ND</td> <td>\$600</td> </tr> <tr> <td>LEE, NANCY</td> <td>R30459</td> <td>EDEN PRAIRIE, MN</td> <td>N/A</td> </tr> <tr> <td>BREN, CAMI</td> <td>R29353 APRN L9591</td> <td>BURNSVILLE, MN</td> <td>N/A</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Roll Call Vote: Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth yes; 8 yes. 0 no</i> Motion carried.</p>	NAME	LIC/REG #	CITY, STATE	PENALTY FEE	HEILIG, KATHRYN	R23930	GRAND FORKS, ND	\$600	HENLEY, SAMANTHA	R32471	MANDAN, ND	\$600	LEE, NANCY	R30459	EDEN PRAIRIE, MN	N/A	BREN, CAMI	R29353 APRN L9591	BURNSVILLE, MN	N/A				
NAME	LIC/REG #	CITY, STATE	PENALTY FEE																						
HEILIG, KATHRYN	R23930	GRAND FORKS, ND	\$600																						
HENLEY, SAMANTHA	R32471	MANDAN, ND	\$600																						
LEE, NANCY	R30459	EDEN PRAIRIE, MN	N/A																						
BREN, CAMI	R29353 APRN L9591	BURNSVILLE, MN	N/A																						
<p>5.7.1 Stipulation for Settlement – Amanda Berger, RN &amp; LPN R42460 L14428</p>	<p><i>Discussion:</i> A Stipulation for Settlement was received from Amanda Berger, RN &amp; 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 (3) and NDAC 54-02-07-01.1 (5)(6)(7)</p> <p><i>Motion:</i> M.Hammer, seconded by Holth to: <b>ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR AMANDA BERGER, RN &amp; LPN, AND ENTER ITS ORDER TO:</b></p> <ul style="list-style-type: none"> <li>• <b>ISSUE A REPRIMAND;</b></li> <li>• <b>ASSESS \$600 PENALTY PLUS COSTS AND DISBURSEMENTS; AND</b></li> <li>• <b>OTHER TERMS AS SET OUT IN BOARD ORDER</b></li> </ul> <p><i>Roll Call Vote: Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth yes; 8 yes. 0 no</i> Motion carried.</p>																								
<p>5.7.2 Stipulation for Settlement – Geraldine Kronbach RN R36715</p>	<p><i>Discussion:</i> A Stipulation for Settlement was received from Gerald Kronbach, 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 (5) and NDAC 54-02-07-01.1(19).</p> <p><i>Motion:</i> M.Hammer, seconded by Holth to: <b>ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR GERALDINE KRONBACH, RN, AND ENTER ITS ORDER TO:</b></p> <ul style="list-style-type: none"> <li>• <b>ISSUE A REPRIMAND;</b></li> <li>• <b>ASSESS \$600 PENALTY PLUS COSTS AND DISBURSEMENTS; AND</b></li> <li>• <b>OTHER TERMS AS SET OUT IN BOARD ORDER</b></li> </ul> <p><i>Roll Call Vote: Buettner, yes; Christianson, yes; J. Hammer, recuse; M.Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 7 yes. 0 no, 1 recuse.</i> Motion carried.</p>																								
<p><b>AGENDA ITEM</b></p>	<p><b>DISCUSSION &amp; ACTION</b></p>																								
<p>5.7.3. Stipulation for Settlement – Stacey Baker, RN R34264</p>	<p><i>Discussion:</i> A Stipulation for Settlement was received from Stacey Baker, 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)(5) and NDAC 54-02-07-01.1(8)(12)(19)</p> <p><i>Motion:</i> J.Hammer, seconded by W.Johnston to: <b>ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR STACEY BAKER, RN AND ENTER ITS ORDER TO:</b></p> <ul style="list-style-type: none"> <li>• <b>ISSUE A REPRIMAND;</b></li> <li>• <b>ASSESS \$600 PENALTY PLUS COSTS AND DISBURSEMENTS; AND</b></li> <li>• <b>OTHER TERMS AS SET OUT IN BOARD ORDER.</b></li> </ul> <p><i>Roll Call Vote: Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no.</i> Motion carried</p>																								

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<p>5.7.4 Stipulation for Settlement – Heidi Grade, RN R41695</p>	<p><i>Discussion:</i> A Stipulation for Settlement was received from Heidi Grade, 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(8).</p> <p>Motion: Holth, seconded by J.Hammer to:  <b>ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR HEIDI GRADE, RN AND ENTER ITS ORDER TO:</b></p> <ul style="list-style-type: none"> <li>• <b>ISSUE A REPRIMAND;</b></li> <li>• <b>ASSESS \$600 PENALTY PLUS COSTS AND DISBURSEMENTS; AND</b></li> <li>• <b>OTHER TERMS AS SET OUT IN BOARD ORDER.</b></li> </ul> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, recuse; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 7 yes. 0 no. 1 recuse.</p> <p>Motion carried</p>
<p>5.7.5 Stipulation for Settlement – Shannon Lunday, RN R30978</p>	<p><i>Discussion:</i> A Stipulation for Settlement was received from Shannon Lunday, 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)(5) and NDAC 54-02-07-01.1(6)(12)(19).</p> <p>Motion: Holth, seconded by J.Hammer to:  <b>ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR SHANNON LUNDAY, RN, AND ENTER ITS ORDER TO:</b></p> <ul style="list-style-type: none"> <li>• <b>ENCUMBER THE LICENSE FOR 2 YEARS;</b></li> <li>• <b>ASSESS \$1,200 PENALTY PLUS COSTS AND DISBURSEMENTS; AND</b></li> <li>• <b>OTHER TERMS AS SET OUT IN BOARD ORDER.</b></li> </ul> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no.</p> <p>Motion carried</p>
<p>5.7.6 Stipulation for Settlement – Suzanne Ashpole LPN L7626</p>	<p><i>Discussion:</i> A Stipulation for Settlement was received from Suzanne Ashpole, 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 (5) and NDAC 54-02-07-01.1(6).</p> <p>Motion: Holth, seconded by M.Johnson to:  <b>ACCEPT THE TERMS OF THE PROPOSED STIPULATION FOR SETTLEMENT FOR SUZANNE ASHPOLE, LPN, AND ENTER ITS ORDER TO:</b></p> <ul style="list-style-type: none"> <li>• <b>ISSUE A REPRIMAND;</b></li> <li>• <b>ASSESS \$500 PENALTY PLUS COSTS AND DISBURSEMENTS; AND</b></li> <li>• <b>OTHER TERMS AS SET OUT IN BOARD ORDER.</b></li> </ul> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no.</p> <p>Motion carried</p>
<p>5.9.1 Nichole Delorme, LPN L12715</p>	<p><b>ORDER OF EMERGENCY SUSPENSION</b> issued to Nicole Delorme, LPN, Devils Lake, ND on 12/4/2018. Respondent's license is <b>SUSPENDED</b> for 5 years or until retracted, modified or superseded by final disciplinary action of the Board or upon agreement between Respondent and the Board.</p>
<p>5.9.2 Roxanne Montgomery R27860 L7964</p>	<p><b>NOTICE OF SUSPENSION</b> issued to Roxanne Montgomery, Harvey, ND on 1/7/19 for violation on terms of Order of Reinstatement dated July 19, 2018. Respondent's license is automatically <b>SUSPENDED</b> for a period of 2 years.</p>
<p>5.10.1 SAAG Education Session</p>	<p>Brian Bergeson discussed an overview on the SAAG session and provided education to the Board and Staff related to compliance, hearings, and disciplinary action.</p>
<p><b>AGENDA ITEM</b></p>	<p><b>DISCUSSION &amp; ACTION</b></p>
<p>5.10-2 Draft 'Evaluation Criteria and Expected Outcomes'</p>	<p><i>Discussion:</i> Board staff reviewed the draft document of Evaluation Criteria and Expected Outcomes.</p> <p>Motion: M.Johnson, seconded by Holth to:  <b>APPROVE THE DRAFT REVISIONS TO THE "EVALUATION CRITERIA AND EXPECTED OUTCOMES" DOCUMENT.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no.</p> <p>Motion carried.</p>

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<p>6.1.1 Program Survey Report: Rasmussen College, BSN Program, Fargo campus</p>	<p><i>Discussion:</i> Rasmussen College, School of Nursing, BSN Program, Fargo, ND Site: Progress Report and Program Updates Related to Four NDAC Standards Found to be Met Progressing During May 2018 Survey as a Condition of Continued Initial Approval</p> <p>Motion: Holth, seconded by M Hammer to: <b>FIND THE PROGRESS REPORT SUBMITTED BY THE RASMUSSEN COLLEGE, SCHOOL OF NURSING, BACCALAUREATE DEGREE NURSING EDUCATION PROGRAM NURSE ADMINISTRATOR ADDRESSING THE ISSUES OF MET PROGRESSING WITH NORTH DAKOTA ADMINISTRATIVE CODE 54-03.2 STANDARDS FOR NURSING EDUCATION PROGRAMS: SECTION 54-03.2-02-05. NURSING EDUCATION PROGRAM EVALUATION. SECTION 54-03.2-04-01. FACULTY RESPONSIBILITIES. SECTION 54-03.2-04-02. FACULTY POLICIES. SECTION 54-03.2-05-01. STUDENT POLICIES. CONTINUE TO BE MET PROGRESSING; AND</b></p> <p><b>FIND THE PROGRAM TO CONTINUE TO BE IN SUBSTANTIAL COMPLIANCE WITH NORTH DAKOTA ADMINISTRATIVE CODE 54-03.2 STANDARDS FOR NURSING EDUCATION PROGRAMS; AND</b></p> <p><b>NEXT FOLLOW-UP OF NDBON APPROVED PROGRAM IMPLEMENTATION PLANS TO BE THE MAY 2019 ONSITE SURVEY REQUIRED FOR CONTINUED INITIAL APPROVAL.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no. Motion carried</p>
<p>6.2.1 United Tribes Technical College: Update Regarding Teach-Out Plan</p>	<p><i>Discussion:</i> United Tribes Technical College, Department of Nursing, Associate Degree Practical Nursing Program: Update Regarding Teach-Out Plan</p> <p>Motion: Holth, seconded by M.Johnson to: <b>FIND THE REPORT PROVIDED BY THE UNITED TRIBES TECHNICAL COLLEGE, DEPARTMENT OF NURSING, ASSOCIATE DEGREE PRACTICAL NURSE PROGRAM AS A CONDITION OF THE REQUEST FOR VOLUNTARY CLOSURE TO BE EFFECTIVE AS OF MAY 10, 2019, ADDRESSED ALL MANDATORY REQUIREMENTS AND CONDITIONS RELATED TO ND ADMINISTRATIVE CODE 54-03.2. STANDARDS FOR NURSING EDUCATION PROGRAMS; AND</b></p> <p><b>FIND THE PROGRAM IN SUBSTANTIAL COMPLIANCE WITH ND ADMINISTRATIVE CODE 54-03.2. STANDARDS FOR NURSING EDUCATION PROGRAMS; AND</b></p> <p><b>CONTINUE APPROVAL OF THE UNITED TRIBES TECHNICAL COLLEGE, DEPARTMENT OF NURSING, ASSOCIATE DEGREE PRACTICAL NURSE PROGRAM UNTIL MAY 10, 2019; AND</b></p> <p><b>REQUIRE THE PROGRAM'S NURSE ADMINISTRATOR AND COLLEGE ADMINISTRATIVE OFFICIALS TO CONTINUE TO MEET THE REQUIREMENTS AND CONDITIONS OUTLINED IN THE DECEMBER 27, 2018 LETTER DURING THE TEACH OUT PHASE OF THE PROGRAM CLOSURE.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no. Motion carried.</p>
<p>6.2.2 University of Mary Programmatic Change Request: Overall Curriculum Design Revisions</p>	<p><i>Discussion:</i> Programmatic Change Request from University of Mary, School of Health Sciences, Division of Nursing, Doctor of Nursing Practice (DNP), Family Nurse Practitioner Program; Overall Curriculum Design Revisions.</p> <p>Motion: Holth, seconded by M.Hammer to: <b>APPROVE THE REQUEST FOR OVERALL CURRICULUM DESIGN REVISIONS FOR UNIVERSITY OF MARY, SCHOOL OF HEALTH SCIENCES, DIVISION OF NURSING, DOCTOR OF NURSING PRACTICE, FAMILY NURSE PRACTITIONER PROGRAM, AS THE PROGRAM HAS FULL APPROVAL AND THE CHANGE COMPLIES WITH NDAC 54-03.2-06-02. PROGRAMMATIC CHANGES</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, recuse; Johnston, yes; Mayer, yes; Holth, yes; 7yes. 0 no. 1 recuse. Motion carried</p>
<p>6.2.3 Sitting Bull College Programmatic Change Request: Addition and Deletion of Course</p>	<p><i>Discussion:</i> Programmatic Change Request from Sitting Bull College, Division of Nursing, Associate Degree Practical Nurse Program; Addition of a New Course, Deletion of Current Course</p> <p>Motion: Holth, seconded by M.Hammer to: <b>APPROVE THE REQUEST OF ADDITION OF A NEW COURSE, DELETION OF CURRENT COURSE FOR SITTING BULL COLLEGE, DIVISION OF NURSING, ASSOCIATE DEGREE PRACTICAL NURSE PROGRAM AS THE PROGRAM HAS FULL APPROVAL AND THE CHANGE COMPLIES WITH NDAC 54-03.2-06-02. PROGRAMMATIC CHANGES.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no. Motion carried.</p>

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AGENDA ITEM	DISCUSSION & ACTION								
6.3.1 Consideration of NEL Applicant for LPN Refresher Course	<p><i>Discussion:</i> Request for Consideration of NEL Applicant for LPN Refresher Course</p> <p>Motion: Holth, seconded by M.Hammer to:  <b>GRANT ANN MARIE WALN A NURSING EDUCATION LOAN IN THE AMOUNT OF \$500.00 FOR COMPLETION OF A LICENSED PRACTICAL NURSE REFRESHER COURSE ACCORDING TO NDAC 54-04.1 NURSING EDUCATION LOANS. WITH THE CONDITION THE PROOF OF ENROLLMENT FORM BE PROVIDED TO THE BOARD UPON COMPLETION OF THE REFRESHER COURSE ENROLLMENT PROCESS</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no.            Motion carried.</p>								
6.3-2 Board Direction Related to Processing Nursing Education Loan Applications for Enrollees of Nurse Refresher Courses.	<p><i>Discussion:</i> Review the initial applicant process steps that are being received for consideration of NEL for Refresher Course.</p> <p>Motion: Holth, seconded by Johnston;  <b>THE BOARD GRANTS NDBON STAFF THE AUTHORITY TO APPROVE UP TO \$500.00 TOWARD NURSE REFRESHER COURSE ENROLLEES WHO APPLY FOR A NURSING EDUCATION LOAN, BASED UPON NURSING EDUCATION LOAN FUNDS AVAILABLE.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no.            Motion carried.</p>								
6.4.1 Dakota Nursing Program Consortium: Board Staff Request for Extension of Programs' Approval	<p><i>Discussion:</i> Board Staff Request for Extension of Approval for Dakota Nursing Program Consortium</p> <p>Motion: Holth, seconded by M.Hammer to:  <b>APPROVE THE NDBON STAFF REQUEST FOR AN EXTENSION OF APPROVAL OF THE DAKOTA NURSING PROGRAM CONSORTIUM, CERTIFICATE PRACTICAL NURSE AND ASSOCIATE DEGREE REGISTERED NURSE PROGRAMS THROUGH JULY 2019 TO ACCOMMODATE 2018-2019 BOARD MEETING SCHEDULE CHANGES.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no.            Motion carried</p>								
6.4.2 Nursing Education Annual Report FY 2017-2018	<p><i>Discussion:</i> 2017-2018 Fiscal Year NDBON Nursing Education Annual Report</p> <p>Motion: Holth, seconded by M.Hammer to:  <b>APPROVE THE 2017-2018 FISCAL YEAR NDBON NURSING EDUCATION ANNUAL REPORT.</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no.            Motion carried</p>								
7.1 Review Policies	<p><i>Discussion:</i> Review Policies: Background Check Application Review and Criminal History Record Check</p> <p>Motion: Holth, seconded by M.Johnson to:  <b>APPROVE THE DRAFT OF THE NEW BACKGROUND CHECK APPLICATION REVIEW POLICY AND DRAFT REVISIONS OF THE CRIMINAL HISTORY RECORD CHECK POLICY</b></p> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no.            Motion carried</p>								
7.2 Ratification of Nursing Practice Hours	<p><i>Discussion:</i> Ratification of Nursing Practice Hours</p> <p>Motion: M.Johnson, seconded by W.Johnston to:  <b>RATIFY NURSING PRACTICE HOURS FOR THE FOLLOWING:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">NAME</th> <th style="text-align: left;">LICENSE #</th> <th style="text-align: left;">ADDRESS</th> <th style="text-align: left;">VOLUNTEER HOURS</th> </tr> </thead> <tbody> <tr> <td>Janet Riner</td> <td>R30404</td> <td>4113 54<sup>TH</sup> ST. S FARGO ND 58104</td> <td>2015 = 840 HOURS 2016 = 65 HOURS</td> </tr> </tbody> </table> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer, yes; Holth, yes; 8 yes. 0 no.            Motion carried</p>	NAME	LICENSE #	ADDRESS	VOLUNTEER HOURS	Janet Riner	R30404	4113 54 <sup>TH</sup> ST. S FARGO ND 58104	2015 = 840 HOURS 2016 = 65 HOURS
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AGENDA ITEM	DISCUSSION & ACTION								

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7.3 Request for Consideration of Licensure by Endorsement	<p><i>Discussion:</i> Request for Consideration of Licensure by Endorsement Applicant, Jessica Maro, Completion of Air Force BMTCP 4N051 (5 Skill Level) Program to be Accepted as the Equivalent of an Associate Degree, Practical Nursing Education Program to Meet NDAC 54-02-06.1., 4: NDCC 43-12.1-09, 2.b.</p> <p>Motion: Holth, second by J.Hammer to:  <b>APPROVE SINGLE STATE PRACTICAL NURSE LICENSURE BY ENDORSEMENT FOR MISSOURI LICENSED PRACTICAL NURSE ENDORSEMENT APPLICANT J.M. AND ACCEPT THE COMPLETION OF AIR FORCE BMTCP 4N051 (5 SKILL LEVEL) PROGRAM AS THE EQUIVALENT OF AN ASSOCIATE DEGREE, PRACTICAL NURSE EDUCATION PROGRAM TO MEET NDAC 54-02-06.1., 4; NDCC 43-12.1-09, 2.B.</b></p> <hr/> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, no; Johnston, yes; Mayer,no; Holth, yes; 6 yes. 2 no. Motion carried.</p>
8.1.1 Retire Practice Statements	<p><i>Discussion:</i> Review of the Retire practice statements: Complementary and Alternative Therapies (2004) and Role of the Registered Nurse Gastroenterology Procedures (2008) as distributed.</p> <p>Motion: Beuttner, seconded by Holth to:  <b>RETIRE THE PRACTICE STATEMENTS: COMPLEMENTARY AND ALTERNATIVE THERAPIES (2004) AND ROLE OF THE REGISTERED NURSE GASTROENTEROLOGY PROCEDURES (2008).</b></p> <hr/> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer,yes; Holth, yes; 8 yes. 0 no. Motion carried.</p>
8.1.2 Revisions of Abandonment Practice Guidance	<p><i>Discussion:</i> Review the revision document of the Abandonment Practice Guidance.</p> <p>Motion: M.Johnson , seconded by M.Hammer to:  <b>APPROVE THE REVISIONS OF ABANDONMENT PRACTICE GUIDANCE.</b></p> <hr/> <p><i>Roll Call Vote:</i> Buettner, yes; Christianson, yes; J. Hammer, yes; M. Hammer, yes; Johnson, yes; Johnston, yes; Mayer,yes; Holth, yes; 8 yes. 0 no. Motion carried.</p>
8.2 Legislation /Rules/Compacts	<p><i>Discussion:</i> reviewed and discussed activities related to current 66<sup>th</sup> legislative assembly, specifically addressing HB1099 adding exemption to NPA for QSP; SB 2155 adding exemption to Pharmacy Practices Act for RNs dispensing oral contraceptives in title X Family Planning Clinics; SB 2126 and 2127 related to military and foreign practitioners. In addition, discussed Board of Cosmetology bill related to advanced skin care. ED and SAAG will continue to work with staff, stakeholders, and Nurse Licensure Compact team and legal counsel on legislation related to licensure/boards and the nursing profession.</p>
9.1 Special Meeting Debriefing	<p><i>Discussion:</i> Board discussed logistics of video conferencing meetings.</p>

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### CONSENT AGENDA:

3.1 Meetings, Conferences, Committees – Board representation
3.2 Notifications to Board
3.2-1 APRN and Pharmacy Collaborative Agreement table ratification
3.2-2 Grosinger-correspondence to BON and AG
3.2-3 Pearson Vue letter
3.2-4 Vibra letter related to abandonment
3.2-5 University of North Dakota, College of Nursing and Professional Disciplines, Change in Program Administration, Newly Appointed Dean/Nurse Administrator, January 1, 2019
3.2-6 Rasmussen College, School of Nursing, BSN Program, Change in Program Administration, Newly appointed Nurse Administrator, December 3, 2018
3.2-7 University of Jamestown, Department of Nursing, BSN Program, ACEN Update, Voluntary Withdrawal Effective November 23, 2018
3.2-8 Notification of Scheduled Dates for Continued Approval Onsite Survey for Dakota Nursing Program Consortium, Including BSC, WSC, LRSC, and DCB, ADN and PN Programs and Satellite Sites
3.3 Legal Counsel
3.4 Unlicensed Assistive Person/Medication Assistant
3.4-1 NNAAP Testing Summary
3.4-2 NNAAP Testing Statistics
3.4-3 NNAAP Testing Fiscal Year Summary
3.5 Licensure
3.5-1 NCLEX-RN Quarterly Program Updates
3.5-2 NCLEX-PN Quarterly Program Updates
3.5-3 Renewal
3.6 Discipline
3.6-1 Discipline Statistics/Case Activity Report
3.6-2 NLC Case Log
3.7 Academic and Continuing Education
3.7-1 Ratification of approval of continuing education for contact hours
3.7-2 Distance Education Programs and Students Updates
3.7-3 Faculty Development Program Updates
3.7-4 Education Program Survey Schedule Updates
3.8 Board/Staff Presentations/DNC
3.8-1 DNC Article: The Professional Nurse: Regulatory Standards of Practice
3.9 Board Representation on Committees/Task Forces
3.9-1 Prescription Drug Monitoring Program Committee – Christianson-Dec 2018
3.9-2 North Dakota Center for Nursing (Executive Committee & Task Forces)-Nurses Day at Legislature January 23, 2019, 7:30am-4pm
3.9-3 Governor's Nursing Workforce Taskforce-Pfenning
3.9-4 NCSBN Midyear Meeting-Mar 26-28-attending: Michael Hammer, Jamie Hammer, Kevin Buettner, Pfenning, Hanson
3.9-5 NLC Executive Committee and APRN Licensure Compact
3.9-6 Attorney General Seminar for Boards and Commissions-Oct 30, 2018-materials
3.9-7 NCSBN Education Consultant Subcommittee: GLARE- Buchholz
3.10 Board Committees
3.10-1 Nursing Education Committee-Meets April 24, 2019
3.10-2 Finance Committee-Meets April 18, 2019
3.10-3 Executive Committee-Meets January 17 and April 25, 2019
3.11 Staff Reports

The meeting recessed from 11:45 p.m. to 12:40 p.m. and adjourned at 2:40 p.m. on January 17, 2019.

*Stacey Pfenning*

Stacey Pfenning, DNP, APRN, FNP, FAANP  
Executive Director  
Approve by NDBON April 25, 2019

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