

**North Dakota Board of Nursing  
Meeting Minutes – March 23, 2020**

Call to Order: March 23, 2020 at 5:00pm – NDBON Board Conference Room – 919 S 7<sup>th</sup> Street, Suite 504, Bismarck, ND  
Video Conference:

**Roll Call: Quorum declared with Nine (9) members present as follows:**

Jane Christianson, RN Member, President  
Michael Hammer, RN Member, Vice President  
Kevin Buettner, APRN Member, Treasurer  
Cheryl Froelich, Public Member  
Wendi Johnston, LPN Member

Julie Dragseth, LPN Member  
Jamie Hammer, RN Member  
Janelle Holth, RN Member  
Mary Beth Johnson, RN Member

**Staff Present:**

Stacey Pfenning, APRN, Executive Director  
Tammy Buchholz, RN, Associate Director for Education  
Maureen Bentz, RN, Associate Director for Practice

Melissa Hanson, RN, Associate Director for Compliance  
Michael Frovarp, Accounting/Licensure Specialist

Other individuals were present via webinar attendance. No public attended via Board Conference Room (doors open, agenda posted, social spacing provided)

<b>Agenda Item</b>	<b>Discussion</b>	<b>Motion</b>	<b>Roll Call Vote</b>
2.0 Minutes- January 23, 2020	The January 23, 2020 minutes were reviewed. No corrections identified.	Johnson motioned; Dragseth seconded to:  <b>Approve the minutes of the January 23, 2020 meeting as distributed.</b>	Buettner, yes; Christianson, yes; Dragseth, yes; Froelich, yes; J. Hammer, yes; M. Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes. 9 Yes, 0 No. <b>Motion carried</b>
3.1 COVID 19 Office	Office Pandemic Policy and Procedure and implementation of phases was reviewed. Staff currently work remotely with 1-2 staff in office per day to cover mail and other duties that require physical presence in office. Licensure and public service continues to be a priority, in addition to working with state agencies and stakeholders during the declared emergency.		
3.2 COVID 19 Licensure	Discussed COVID 19 pandemic issues/closures impacting licensing including 1) closure of entities completing fingerprint cards required for FBI criminal background checks mandated by N.D.C.C. 43-12.9; 2) student difficulties with completing clinical; 3) Pearson Vue centers closing across nation and state, suspending NCLEX test taking for graduate nurses. Pfenning provided overview of <a href="#">Executive Order 2020-05.1</a> which allows health professional licensees with active license in good standing to work in ND. Discussed current collaborations with AAGs, NDDoH,	Johnson motioned; Buettner seconded to:  <b>Authorize the executive director, board staff and SAAG to work with the governor and other stakeholders to develop Executive Orders and other guidelines and procedures as necessary or advisable to conduct Board business, and to develop and implement Executive Orders, policies and other guidelines and procedures</b>	Buettner, yes; Christianson, yes; Dragseth, yes; Froelich, yes; J. Hammer, yes; M. Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes. 9 Yes, 0 No. <b>Motion carried</b>

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	<p>and other health care licensing boards to look at proposed amendments to further assist with licensing for in-state inactive nurses and graduates. Buchholz provided overview of nursing student clinical barriers, test center closures across the state and nation, and nursing program inquiries. Bentz provided overview of practice inquiries centering around licensure; scope of practice and barriers; and concern with encumbered nurses. Hanson provided overview of compliance concerns. Board members collectively shared their intent to support a safe workforce and directed the Executive Director, staff, and SAAG to work with the Governor, NDDoH, and other stakeholders during this emergency to promote nurse licensure in the state.</p>	<p><b>as necessary or advisable to issue emergency provisional license and work permits, to extend deadlines otherwise required by statute, rule or policy, and to otherwise conduct Board duties and business during the duration of the declared COVID 19 state of emergency.</b></p>	
<p>3.3 COVID 19 budget revisions 2019-2020</p>	<p>Frovarp provided an overview of projected revenue loss for FY 2019-2020 due to COVID-19 impact on licensure, resulting from Governor’s Executive Order allowing licensees to work in state without endorsing, and potential loss of licensure by exam April-June 2020. In April 2019 the Board approved the FY budget acknowledging core functions for the agency required: updates to technology security and equipment, staff to replace retirees and additional staff to accommodate the workload increases over the past 5 years. Reserve funds and expense reductions over the past 3 years have been required to maintain a balanced budget. Due to consistent budget cuts, limited options remain to reduce agency expenses. Further expense reduction alternatives include staff reductions or suspension of projects funded by licensure fees. The staff of 9 are currently working at maximum capacity responding to the pandemic. Reduction of staff would impact timely licensure and services provided to carry out the Board’s mission of public protection. Projects reviewed included the ND Center for Nursing (CFN) and the Nursing Education Loan (NEL). The Board is currently accepting applications for the 2020-2021 NEL and discussed availability of funds to allow for disbursements next FY. The Board discussed the budget impact of supporting the CFN since 2012 and required funding adjustments for the past 3 FYs to maintain a balanced budget. The Board voiced collective agreement that a further reduction in funding</p>	<p>Froelich motioned; M. Hammer seconded to:</p> <p><b>Approve the reduction of the ND Center for Nursing contribution from \$180,000 to \$135,000 for FY 2019-2020, with final disbursement having been issued March 2020; and Approve the proposed COVID19 budget revisions for the remainder of 2019-2020. FY 2019-2020 budget \$1, 436, 815 projected income \$1, 484, 890 projected expenses which includes forecasted loss of licensure revenue and reduction of the ND Center for Nursing contributions: and direct the Finance Committee to review availability of funds to make disbursements to the Nursing Education Loan FY 2020-2021.</b></p>	<p>Buettner, yes; Christianson, yes; Dragseth, yes; Froelich, yes; J. Hammer, yes; M. Hammer, yes; Holth, yes; Johnson, yes; Johnston, yes. 9 Yes, 0 No. <b>Motion carried</b></p>

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	the CFN was necessary at this time to prevent the need for staff reductions and maintain the FY budget.		
Adjournment	Adjournment at 6:40pm	M. Hammer motioned; Buettner seconded to:  <b>Adjourn the meeting.</b>	

**Adjourned at 6:40 pm motioned by M. Hammer and second by Buettner. on 03/23/2020.**

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Stacey Pfenning, DNP, APRN, FNP, FAANP

North Dakota Board of Nursing Executive Director

Approved by ND Board of Nursing 04/23/2020