



North Dakota Long Term Care Association  
Board Meeting Minutes  
Tuesday, July 22, 2025  
2:00pm – 5:00pm  
Chase on the Lake, Walker, MN

**1. Call to Order**

Chair, Amy Kreidt, called the board meeting of the North Dakota Long Term Care Association Board to order at 2:05pm on Tuesday, July 22, 2025.

**Welcome & Introductions –**

**2. Roll Call**

Rick Regner, Secretary/Treasurer took roll call. We have a quorum.

**Members Present:**

Amy Kreidt  
Tim Kennedy  
Richard Regner  
Joyce Linnerud Fowler  
Kiara Tuchscherer  
Jac McTaggart  
Stephanie Edland  
Belinda Moen  
Debra Fraser  
Blake Kragnes  
Kaylene Kitelinger  
Tonie Stoen  
Brittany Ness

**Others Present:**

Nikki Wegner, NDLTCA President  
Erica Cermak, VP of Government Affairs  
Peggy Krikava, Education Director  
Belma Chpeljac, Administrative Assistant  
Vanessa Raile, Emergency Preparedness  
Reier Thompson, Chair NDLTC-PAC  
Stacy Irej, Office Manager  
Bailyn Hildestad-Workforce Committee Chair joined for the committee update

3. **Call for other business-none**

4. **Antitrust and Conflict of Interest Policy-Amy**

Amy asked all present to read the Antitrust and Conflict of Interest Policy.  
No questions or comments regarding policy were asked.

5. **Approval of May 6, 2025 MINUTES**

**MOTION TO ACCEPT THE MINUTES BY BLAKE KRAGNES /2ND BY BELINDA MOEN. 100% YEAS. 0 NAYS. MOTION CARRIED.**

6. **Association Financials – Stacy Irely**

Jac McTaggart requests a legislative vs non-legislative year financials  
Comparing overall budget  
3 year comparison

**MOTION TO ACCEPT THE FINANCIALS BY STEPHANIE EDLAND /2ND BY KAYLENE KITELINGER. 100% YEAS. 0 NAYS. MOTION CARRIED.**

7. **Annual Leave policy with salary employee – Amy Kreidt**

- Amy updates the board that fulltime, salary employees of the association are asking for leave in hour increments. She states that if an employee is fulltime and salaried they should take 8 hours for the day or don't take leave at all. This is currently not reflected in the handbook.
- Amy proposed adding item to pg. 12 for this situation.
- Hourly has ability to earn overtime and this would not apply to them.
- Proposed language: **Fulltime Salaried Employees Scheduling Annual Leave: You must schedule your annual leave hours in advance with your manager except for unanticipated needs (emergency or illness). Annual leave may be taken in 8-hour increments. Excessive use of unplanned annual leave is unacceptable and may be grounds for disciplinary action, including termination.**

**MOTION TO ADD ITEM TO THE EMPLOYEE HANDBOOK PG. 12 FULLTIME SALARY ANNUAL LEAVE TO CHANGE TO 8 HOUR INCREMENTS BY TIM KENNEDY /2ND BY JAC MCTAGGART. 100% YEAS. 0 NAYS. MOTION CARRIED.**

Discussion on item further on that same page on whether limiting paying out annual leave is legal.  
According to NDCC 34-14-09.2, it allows an employer to withhold payment of accrued PTO if:

- a. At the time of hiring, the employer provided the employee written notice of the limitation on payment of accrued paid time off;
- b. The employee has been employed by the employer for less than one year; **and**
- c. The employee gave the employer less than five days' written or verbal notice.

<https://ndlegis.gov/cencode/t34c14.pdf>

8. **Association Report-Nikki Wegner**

**a. Elections/Re-elections – Nikki**

**Officers and Directors At Large Elections at September Membership Meeting**

Amy – Chair

Tim – Vice Chair

Joyce – Assisted Living At Large

Kiara – completed second term as Basic Care At Large

Jac – Hospital Attached At Large

Stephanie – Skilled Nursing At Large

**Regional Directors’ Elections at regional meetings prior to Dec. 1**

Belinda – Region 1

Blake – Region 3

Tonie – Region 5

Nikki will send out an official notice on Aug. 20 with a deadline for nominations, but will also take nominations from the floor on the day of the elections. If there is more than one person campaigning, they will be given an opportunity to speak to the group to campaign for the seat. Everyone would like to run again. Kiara has completed her second term as the Basic Care At Large and is interested in running for a different seat.

**b. Nikki-Consult for UPL, review our system, quality, FRV, and years with no rate recalculation**

- Our legislative chair, Garth has proposed that we hire a consultant to find out if there is a better calculation for the UPL. There are a few consultants who come highly recommended. Nikki consulted with Brad and he cautioned saying that what we’ve been told is that CMS would no longer approve the calculation we currently have and we don’t want to risk losing it. Also, last year was the first year that we’ve been able to maximize our reimbursement.
- We may be able to get a grant for the consultant from AHCA, or Nikki asks, do we want to reserve that grant for Medicaid related to basic care and assisted living? It’s \$20,000.
- Nikki suggests targeting the wage index. The Medicaid rate can’t exceed the Medicare rate, we need to move the ceiling of the Medicare rate. One of the major variables is the wage index set by the PPS hospitals.
- Brad has told us that the wage index doesn’t matter as much with our new UPL calculation but Shelly still thought it did. Jac: Is it worth having Brad explain why it doesn’t matter before we look at hiring a consultant. Will they start looking at why we are asking and look into it more?
- Discussion on having Garth and Brad share their perspectives at a reimbursement committee or have 2 separate webinars back to back.
- The board agreed that we pay Brad to make sure they have the best interest for us.
- Amy – Nikki, Erica, Tim, Amy – talk to Brad and have him explain on a level of understanding and decide to include the board or funding & reimbursement committee. Usually we listen to Brad. Blake wants the formula. Will explore why so different from other states.

**c. AL/BC Property tax survey – Nikki**

- A member asked us to revisit the AL property tax issue. They are paying and would like assistance in advocating to not have to pay. The association readministered the survey we did last year. 62% of respondents are paying property taxes.

- Most of those that are not paying, say no as they doesn't want to open up that can of worms. Others that said no, not paying, said yes they would like the association to assist at a state level as they want to help others not have to pay property tax. However, again, 62% are paying.
- Erica reminds the board regarding the discussion on property tax reform at legislative session. She cautions us from taking this path at this time.
- With the BC/AL upcoming meetings and perhaps this issue could be worked into the discussions.
- Nikki to respond – at this time we are not going to pursue, please work with your local or county level. As an association we can offer a letter of support.

**9. Committees' Actions Approval** Nikki introduces a Committee Structure Chart and describes how the structure works. Each committee has a board liaison.

**a. Bylaws Edit-Stephanie Edland**

- Stephanie presented the changes to the bylaws that related to the addition of Home Care members
- Add “ or a hospice agency”
- Pg 2 – Section 4 – Section 4. Home Care Member. A home care member shall be a licensed home health agency under the laws of the State of North Dakota or a home care agency, individual providing home care services, or a hospice agency.

**MOTION TO ACCEPT THE CHANGE IN BY-LAWS WITH THE ADDITION OF HOSPICE MOTION BY TONIE STOEN/2ND BY KAYLENE. 100% YEAS. 0 NAYS. MOTION CARRIED.**

**b. Workforce Committee Discussion-** Bailyn Hildestad and Blake Kragnes

- Bailyn states their goal in talking to the Board this date is to get feedback to bring back to committee to make sure their work is focuses and meaningful.
- They are willing to vet organizations and opportunities, but if the programming comes at a cost, can they access the budget?
- The committee feels there are currently two great opportunities to impact workforce here in ND.
  - **Careerview XR** – virtual reality experience. Every school has 2 virtual reality headsets. LTC is currently not represented. It can be difficult for students to shadow due to scheduling and this would help them have a more hands on experience to what a career in LTC would be like. Facilities would have access to the videos and could use it with CNA students prior to taking the course to give them an idea of what they are walking into. This program costs \$100,000 to create videos for the headsets. All LTC facilities will have a headset as well. Schools received headsets through a grant. The Legislature has also provided some funding for this project in 2023 and 2025.
  - **People Worth Caring About** – Peter Murphy. Series of videos, prior projects have highlighted 7 different facilities, telling people's stories in LTC. They are accessible on Netflix. Potential for royalties. Use as recruitment opportunities and making people aware of the great opportunities and culture in LTC. Cost is \$100,000. Nebraska's association used money from their Foundation: [Nebraska Docuseries People Worth Caring About Now Streaming on Smart TVs Nationwide](#)

- Discussion on the benefits of the opportunities. Jac states that the board has been saving the money from our investments to help the members as a whole and these may be the best opportunities.

**MOTION TO TAKE \$200,000 OF INVESTMENT FUNDS TO FUND WORKFORCE PROGRAMS CAREER XR AND PEOPLE WORTH CARING ABOUT, RECOMMENDED BY WORKFORCE COMMITTEE BY JAC /2<sup>ND</sup> BY KAYLENE. 100% YEAS. 0 NAYS. MOTION CARRIED.**

Discussion on future workforce committee activities. Continue to work off of the strategic plan and bring ideas to the board.

Specific contracts will be reviewed and negotiated by Nikki and our legal counsel. Announcements to the membership will be made once those contracts are finalized.

#### **10. VP of Government Affairs Report-Erica Cermak**

- Medicaid briefing was posted. It is on the Members only section until Thursday.
- Interim committee meetings started in May. Following studies.
- ND Committee for Government Efficiency is meeting next week. Structured as legislative and department staff. 1<sup>st</sup> meeting is regarding HHS and someone from DHHS will be discussing cost cutting and efficiency - July 30.
- Aug. 14<sup>th</sup> – Audit – single item one time audit issue so Erica will watch this
- Federal – had a great outreach with all the offices. Many follow up meetings
- Meetings with congressional delegates and Dr. Oz coming up.
- 1<sup>st</sup> Legislative Outreach – Starting in Wahpeton – Idea is to get legislators to meet all administrators in the area. Starting August 27.

#### **11. Education Director Report –Peggy Krikava**

##### Financials

- Convention net revenue of \$50,364
  - Convention expenses up: speaker fees of \$31,400 more than 2024
  - Registrations up by 50 attendees.
- Education Other: place holder for sponsorship monies which then gets transferred to the specific conferences. Also where AHCA Royalty monies \$1,497 go.
- Misc Education: RAC-CT training
- Fall Conference: Acadia’s Sponsorship monies already allocated. Expense of Swoogo and Jeff Call speaker fee which was split.
- Total net revenue for education is \$125,264

##### Administrator’s Conference.

- We have 58 registered for this year. 2024=60, 2023=67, 2022=72
- The Administrator’s Conference is helped financially by our Platinum and Gold Level Sponsors. Be sure to attend the Cocktails and Conversations with Sponsors Thursday evening at Green Scene and visit with our sponsors and thank them. See listing in your packet of who is attending the conference
- Social tonight sponsored by Eventide
- Wednesday is the PAC Golf Tournament and Fish Fry. Reier will give update
- 2026: July 20-24 is tentatively the dates.
  - Chase venue fee the same \$1,500 but rooms up a bit
  - Grandview Lodge: did a tour yesterday

- \$2,000 compared to \$1,500 for Chase
- Room block: pay for rooms not booked
- Woodland Resort: new conference center but there are not enough rooms at the resort. We would need to utilize the hotels in town.

Fall Conference schedule is a little slow coming together. Plan to have everything set and registration up on August 4 with early bird deadline August 26. The block of rooms at the Holiday Inn are open and will share the information in our next newsletter.

Sponsors

- 7 Platinum, 11 Gold and 16 Bronze = \$198,500. Right on budget with 7 Platinum, 11 Gold and 16 Bronze = \$198,500
- New sponsors: Sanford Health/GSS, Prairie Travelers (Staffing), Vikor Scientific (Molecular Diagnostics/Pathology), Vital Health Staffing)*

Other trainings:

- RAC-CT Training: August 12-14, 2025 – Courtyard by Marriott, Bismarck
- Fall Conference: September 22-25, 2025 – Holiday Inn, Fargo, ND
- Quality Awards Workshops: virtually this year
- Frontline: Oct 14-15, 2025 – Bismarck and Fargo
- Basic Care Bootcamp : tentatively November 13, 2025 – Location TBT
- EP Bootcamp – November 5-6, 2025 – Double Tree, Fargo

2026: HR Bootcamp, MDS Bootcamp, Administrator 101 Bootcamp

**12. Emergency Preparedness Update-Vanessa Raile**

- Discussion on the fire in Massachusetts in assisted living. She is reaching out to stand-alone AL facilities to provide more resources and best practices.
- Life Safety Bootcamp. Documentation. Maintenance, Environmental Services, Security Systems, Fire Alarms

**13. ND LTC-PAC – Chair Reier Thompson**

- PAC Account has \$39,134.24
- Event tomorrow – 7<sup>th</sup> annual Administrator Cup – Painting event 23 people –
- Sponsors – US Foods, Eide Bailly, Converdia, DTB Systems, Infinity, Smartcare, Thrifty White - \$6000 plus food,
- PAC Sponsored golf tourney – Blake Kragnes, Patrick Yantes, Taylor Strickland, Legislator Sen. Cleary, won the tourney
- Fall event – Sept. 24 – Dueling Piano at Eide Bailly comfortably seats 75.
- Membership is at 97.

**14. ~~Jeff Call – Administrators Leadership Development~~ Jeff’s flight was delayed.**

**15. Other Business**

Meeting adjourned at 4:53pm

Respectfully submitted,

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Richard Regner, Secretary/Treasurer