

NORTH CAROLINA BOARD OF DIETETICS/NUTRITION
BOARD MEETING
9:30 AM
140 PRESTON EXECUTIVE DRIVE, SUITE 205-C
CARY, NC 27513

MINUTES: April 24, 2019

Board Members Present: Shelia Garner Link, Kim Iles *Present Via Conference Call*: Amanda Holliday, Kayla Saunders, Analia Camarasa

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Judy Stone (Legislative Liaison for BCNS) *(via conference call)*, Brittany McAllister *(via conference call)*, Robyn Smith Brown *(via conference call)*, (Consumer Protection Liaison for AND)

Absent: Christina Wilson, Ananya Sen

Call to Order – Shelia Garner Link

The meeting was called to order at 9:32 a.m. A quorum was present. Shelia asked the Board if there were any changes to the agenda. None declared. The agenda was adopted unanimously.

Shelia asked the Board members if there were any conflicts of interest to report. None declared.

Secretary's Report – Shelia Garner Link (for Christina Wilson)

The March 2019 minutes were reviewed electronically prior to the meeting. Kim Iles motioned to approve the March 2019 minutes as presented electronically; Amanda Holliday seconded the motion. Shelia asked if there was any discussion on the motion. None declared. All approved.

Treasurer Report – Kim Iles

The Cash Flow Report, Budget Report, Savings Report, and Investment Report for March 2019 were reviewed electronically prior to the meeting. Kim reviewed highlights from the reports and asked if there were any questions or feedback. Analia Camarasa motioned to approve the financial reports as presented. Kayla Saunders seconded the motion. Shelia asked if there was further discussion regarding the motion. None declared. All approved.

Administrative Specialist Report – Marnie Jones

- **Numbers Report** - Since the last Board meeting date of March 13, 2019, there have been forty-four new Category A licensees, zero new Provisional licensees, thirty-seven licensees have gone Inactive, and nineteen licensees have relinquished. The total number of Active licensees is 3,012 and zero Provisional licensees.
- **Renewal Update** – As of April 24, 2019, there are eighty-five licensees who have let their license expire, and may renew with a late fee before May 31st. Licensees received an orange late postcard the first week of April informing them of the late period. Through May 31st, the Board office will send reminder emails while late renewal is still an option. As of June 1st, licensees from the latest

renewal period, who have not yet renewed, will Lapse. A letter will go to their last known home and employer address.

- **WorldPay/IQ portal** – Our former credit card processing platform has been shut down since WorldPay has merged with a new company. However, it was unclear from their correspondence regarding this merger, that after they switched to the new platform, we would no longer have access to our data and be able to manipulate (refund, etc.) our past transactions. Marnie has been working with their support group to be able to refund two applicants, and while it has now been completed, the office may need to find a different way to process refunds (i.e. cut a check to the applicant) as we no longer can manipulate transactions occurring prior to April 1, 2019.

Kim motioned to close the meeting for review of applications under NCGS §143-318.18 (6), Exceptions to the Open Meeting Act, and Article 5 of the Bylaws, Section 4 (8). Kayla seconded the motion. All approved. Brittany McAllister and Judy Stone left the call at 9:50 am.

Executive Director's Report – Charla Burill

Review of LN Applications – Charla recapped where the last review of applicant Davis left off, and what was sent to her in a letter from the Board. The Board expressed that they still had concerns about the level of practice and variety of exposure to MNT.

Charla emailed Ms. Davis that she could join the conference call. Ms. Davis joined the conference call at 10:18 am. The Board members and staff introduced themselves.

The Board asked for clarification on several areas such as her Master's program, her supervisory relationship, and the level of MNT she has been exposed to or worked with.

Ms. Davis left the call at 11:17 am.

Amanda left the call at 11:55am.

Kim Iles motioned to reopen the meeting. Analia seconded the motion. All approved of reopening the meeting at 12:01pm. Charla alerted Brittany, Judy and Robyn that the meeting had reopened.

Shelia recapped that during the closed session applicant Davis was interviewed. The Board determined that additional information would be sought and shared with the Education Committee to discuss in hopes of reaching a recommendation.

12:05 pm Robyn & Judy rejoined the call.

Executive Director's Report, Con't. – Charla Burill

A3 Forms Examples – Charla discussed with the Board whether the examples given on form A3 are sufficiently explaining to applicants what content the Board is looking for to demonstrate an Applicant met the statutory requirements. This has been an area where we are not seeming to get adequate content descriptions for the Board to determine whether someone has completed a sufficient supervised practice. The group discussed options and determined to allow suggestions for form revision over the coming weeks, via electronic means.

12:15 pm Brittany rejoined the call.

Judy asked if there should be an instructional guide to help applicants fill out the forms adequately. All discussed options for providing more explanation to applicants on what content the Board needs on this

form, and also how to reconcile it against a tracking tool, which often sheds more light on the details of the supervised practice, good or bad. Charla indicated that she will work on it and put some thought into the form and we can discuss later.

Audit Proposals – Charla reviewed a chart with both firms who put forward proposals for auditing services for the NCBDN for 2019-2021. Charla discussed the qualifications of each firm. The Board determined that based on satisfaction with past services and experience, that the incumbent of Shelton Hawley was the better fit for the NCBDN Audit. The Board has never had any issues that it is aware of, with his services. Marnie then handed out the cost comparison, which indicated that indeed Mr. Hawley's auditing service fees were significantly lower and would save the Board \$8k+ over the coming three years. Kim made a motion to accept the proposal for auditing services from Shelton Hawley. Analia seconded the motion. No further discussion. All approved.

Licensee Waiver of Late fee request – Charla presented the case of Ms. Dauna Bertram in regards to her request for the Board to waive her late fee. Charla detailed both Ms. Bertram's point of view as well as the known communication from this office regarding renewal. Analia motioned to not waive the late fee for Ms. Bertram's 2019 renewal. Kim seconded the motion. All approved.

12:55 pm – the Board took a break; returned at 1:01 pm. Present in person were: Shelia, Kim, Charla and Marnie. On the conference call were Amanda, Analia, Kayla, and Robin.

Executive Director's Report, Con't. - Charla Burill

Legislative Update – There are some bills out there that may impact our Board, however nothing imminent at this moment. Will discuss further in next meeting.

Retirement Benefits – Charla investigated the policy the Board has in place regarding requiring full time with benefits employees to contribute 6% into a Roth IRA. On advice of three different financial advisors, she was advised that the Board should not be involved in any way with the Roth IRA of an employee. The employee should contribute on their own and the percentage cannot be determined by the Board. Thus, Charla presented a revised policy indicating the Board will no longer assist employees in sending contributions straight from their paychecks. Analia motioned to accept the proposed policy changes as presented; Amanda seconded the motion. The Board's contribution to the SEP plan will remain as is. All approved.

Budget Update – Charla will have a draft budget prepared for discussion at the May meeting. Numbers are still coming in.

Lease – Charla has been working with our landlord as well as the state property office in order to devise a lease that will meet their requirements. Currently, the proposed lease is three years, with the option to cancel with 90-day notice for no penalty at the start of each new year, taking into account a 3% increase each year. Charla is working to get approval from State Property to move forward.

FBI Audit/CHRI – Charla will table this discussion until May.

Rules Published – The proposed rule changes were published in the April 15th register. The public hearing is planned for May 22nd. Charla will bring forward any comments received if she gets them.

Fraud Transfer Insurance – This is a policy suggested by our insurance agent. After review, it was determined that the Board does not feel we require this, as we have such a small staff.

Maternity Leave – Charla sent out the Family Medical Leave policy of the Board prior to the meeting. Due to the limited time, we will discuss further at the May meeting.

Unfinished Business – Charla Burill

Banking Investments – Charla would like to invite representatives from both banks to our meeting; however, meetings have had very full agendas. She will wait to find a more appropriate month to fit this in.

New Business – Charla Burill

- N/A

Kim motioned to close the Board meeting for discussion regarding complaints, and investigations, pursuant to Chapter 143, Article 33C, §143-318.11(7); Article 5 of the Bylaws, Section 4 (7). Amanda seconded the motion. Shelia called for any discussion on this motion. None declared. All approved closing the meeting pursuant to Chapter 143, Article 33C, §143-318.11(7); Article 5 of the Bylaws, Section 4 (7).

Non-Board members left the conference call line.

Investigation Committee Report – Charla Burill

- Charla reviewed the Investigation Committee Report. The Board discussed the outstanding matters.

Kim motioned to reopen the meeting at 2 pm. Amanda seconded the motion; All approved.

Amanda motioned to ratify the recommendations for a Letter of Caution for both CAUD-ZB7KVO and MAXW-5PLZKN, while tabling the decision for FORB-8RLGX6 until a majority of Board members can weigh in. Kim indicated she would abstain from voting on the FORB-8RLGX6 matter as she worked with this applicant when he was an intern. Kayla seconded the motion. All approved.

Amanda made a motion to adjourn the meeting at 2:02 pm and Kayla seconded the motion. All Approved.