

NORTH CAROLINA BOARD OF DIETETICS/NUTRITION
BOARD MEETING
9:00 A.M.
1135 KILDAIRE FARM ROAD, SUITE 200
CARY, NC 27511

[ELECTRONIC ONLY MEETING]

OPEN MINUTES: February 25, 2022

Board Members Present: Analia Camarasa, Ananya Sen, Patricia Pitts, Amy Beros, Amanda Holliday, Karen Thomas

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Traci Hobson, *ANA representative*, Anna Gorges, *LDN*

Absent: Christie Nicholson

Call to Order – Dr. Ananya Sen

The meeting was called to order at 9:02 a.m. Dr. Sen read the following information for the Board, regarding holding electronic Board meetings.

Session Law 2020-3, entitled “An Act to Provide Aid to North Carolinians in Response to the Coronavirus Disease 2019 (Covid-19) Crisis,” sets forth, among other things, changes to the way boards may conduct meetings through simultaneous electronic means during the declaration of emergency. These changes will remain in effect until the declaration of emergency ends.

Since the Board has fully transitioned its operations to a virtual workspace, to ensure that the Board is complying with these new requirements and using best practices when meeting, please take note of the following guidelines:

1. Board members must identify themselves by name prior to speaking at any time during the meeting.
2. The Board Chair shall conduct all votes during the meeting by roll call; each voting Board member must identify himself or herself by name before casting a vote.
3. All documents to be reviewed by the Board will be distributed by electronic means in advance of the meeting.
4. Board members must announce themselves when joining or exiting the remote meeting because Board staff must accurately reflect attendance in the minutes and because the Board must maintain a quorum of participating members throughout the remote meeting.
5. All electronic chats, instant messages, texts, emails, etc. between Board members during the remote meeting are public records and must be provided to the Board’s Executive Director, as the Board’s custodian of records, at the conclusion of the remote meeting.
6. Please be mindful of your surroundings and background noise while participating in the remote meeting. When not speaking, please place your microphone on mute; and
7. Members of the public will be provided with the opportunity to watch or listen to open sessions of the remote meetings. However, Board members may continue to make motions to enter closed session, as allowed by law, to which members of the public will not have access.

To ensure a quorum, Dr. Sen asked members to recognize their presence when their name was read:

1. Amanda Holliday – Present
2. Amy Beros – Present
3. Analia Camarasa – Present
4. Christie Nicholson – n/a
5. Karen Thomas –Present
6. Patricia Pitts – n/a
7. And I, Dr. Sen, am present.

Dr. Sen declared there was a quorum. Dr. Sen asked if there were any existing conflicts. None Reported.

Amanda made a motion to approve the agenda as presented. Amy seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Karen – Yes, Dr. Sen – Yes.

Secretary’s Report – Dr. Sen (for Patricia Pitts)

The January 2022 open and closed minutes were approved by the Secretary prior to the meeting, however they were reviewed by Board members during the meeting. Amy motioned to approve the minutes as presented; Amanda seconded the motion. Dr. Sen asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, and Dr. Sen – Yes.

Treasurer’s Report – Amy Beros

The January 2022 Cash Flow report, Budget report, Investment reports and Savings report were shared with the Board for review electronically prior to the meeting. Amy noted that we are seeing an increase over projected application income, and also an increase in legal fees over expected. Amanda motioned to approve the financial reports as presented. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, and Dr. Sen – Yes.

Public Comment – Dr. Sen

None raised.

Administrative Report – Marnie Jones

Marnie reported the total active licensee count at 3,678. Additionally, there were four Provisional licensees. Since the last administrative numbers report given on January 14, 2022, there had been sixty new licensees. Also, since the January 14, 2022 meeting report, thirty-five licensees had gone inactive, and nine licensees had relinquished. Marnie reported that thus far, 1,613 licensees had renewed their licenses, and approximately 2,000 are left to renew. The second renewal postcard was sent out the week of February 14th.

Patricia Pitts joined the meeting at 9:20 a.m.

Executive Director Report – Charla Burill

Amanda motioned to close the meeting for discussion regarding **complaints** and **investigations**, pursuant to Article 33C of Chapter 143, §143-318.11(7); Article 5 of the Bylaws, Section 4 (7), as well as closure for the **review of applications**, pursuant to Article 33C of Chapter 143, §143-318.18(6) and Article 5 of the Bylaws, Section 4 (8). Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Karen – Yes, Patricia – Yes and Dr. Sen – Yes.

Marnie moved Traci Hobson and Anna Gorges to the virtual waiting room to close the electronic meeting.

Application Review

Charla reviewed the information received from the court regarding Ruberto-Beachler application and next steps for the upcoming Ruberto-Beachler application hearing. Amy asked that a copy of the proposed prehearing statement be sent to the Board. Charla will send out for review.

Investigation Report – Charla Burill

Charla reviewed the cases before the Board on the Investigation report. See report for details.

Patricia motioned to reopen the meeting. Amy seconded the motion. No discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Karen – Yes, Patricia – Yes and Dr. Sen – Yes.

Marnie readmitted Traci Hobson to the open meeting.

Executive Report, Continued... - Charla Burill

Actions related to closed session:

1. Amy motioned to dismiss Case 2021-0190 as no violation was found and approve the draft summary closure letters for both parties in this matter. Patricia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Karen – Yes, Patricia – Yes and Dr. Sen – Yes.
 2. Amy motioned to reinstate the license for the licensee in case KELL-0TJIM7 with the sending of correspondence noting the importance of being mindful of the law. Amanda seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Karen – Yes, Patricia – Yes and Dr. Sen – Yes.
 3. Patricia motioned to accept the withdrawal of application for case SNYD-Y5Yj5N with the issuance of the proposed draft letter reserving the Board’s rights to consider this matter should she apply for licensure in the future. Amanda seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Karen – Yes, Patricia – Yes and Dr. Sen – Yes.
 4. Amanda motioned to approve the renewal of applicant SALD-5T3IWC and approve the draft letter addressing the Board’s review of this matter. Amy seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Karen – Yes, Patricia – Yes and Dr. Sen – Yes.
- Charla reminded the HR committee that the review process is coming up. Marnie and Charla will work to get their self-reviews to the committee.
 - Charla noted that she is now anticipating early March for receiving the feedback from the RRC.
 - The Rules Committee worked to set up a tentative meeting for review on March 17, 2022 from 3pm-5pm. Marnie will set it up and post online.

Unfinished & New Business - Charla Burill

- Charla noted that while reviewing the Board’s sanctioning guidelines for a recent case, she noted it may need some edits to be in line with current guidance. Charla will have the edits ready for review for the March meeting.

Public Comment - Dr. Sen

- Traci Hobson noted there was no public comment from her at this time.

Patricia motioned to adjourn the meeting at 10:40 a.m. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Karen – Yes, Patricia – Yes and Dr. Sen – Yes.