

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: June 21, 2024

Board Members: Amanda Holliday, Deanna Didiano, Analia Camarasa, Maggie King, Patricia Pitts

Staff: Marnie Jones, *Executive Director*; Frances Cheung, *Licensing Administrator*

Guest(s): Henry Jones, *NCBDN General Counsel*

Absent: Christie Nicholson, Sarah Thomas

Call to Order –Amanda Holliday

The meeting was called to order at 9:05 a.m. A quorum was present. No conflicts of interest were presented.

The agenda was sent out to the Board electronically for review. Dr. Didiano made a motion to approve the agenda as presented. Maggie seconded the motion. Roll call to approve agenda:

- Analia – Approve (& present)
- Dr. Didiano – Approve (& present)
- Maggie – Approve (& present)
- Amanda - Approve (& present)

Secretary’s Report – Amanda Holliday (for Patricia Pitts)

The April 2024 open & closed meeting minutes were provided for electronic review prior to the meeting. Maggie motioned to approve the minutes presented. Dr. Didiano seconded the motion. Amanda asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Didiano – Yes, Maggie – Yes, Amanda – Yes.

Treasurer’s Report – Amanda Holliday (for Christie Nicholson) & Marnie Jones

The April & May 2024 Cash Flow reports, Savings reports, Budget reports and Investment reports, and FY 2024/2025 Budget were sent for prior review to the Board electronically.

Marnie noted that the NCBDN has 6 CDs that are set to auto-renew at the best rate, and that she and Christie have discussed and agreed that the auto renewals will be the best blanket strategy for all CDs going forward. The Treasurer will also have an annual meeting with the investment bank, with the first meeting taking place in July 2024.

For FY 2024/2025 Budget, Marnie noted that it is difficult to forecast the projected number of applicants and licensees. There have been more applicants and licensees than expected for FY 2023/2024, mainly due

to the increase of out of state applicants/licensees. However, she also noted that a Compact may greatly affect numbers, which is important to keep in mind.

Marnie advised on some new line item expenses for FY 2024/2025, including hiring a third staff member to join NCBDN, who would be at a Coordinator level to work alongside the Licensing Administrator, additional benefits coverage of dental and vision that will be offered to staff, new technology/equipment expenses and investigative services provided by a contract investigator. Of note, services with Minas Bookkeeping will be terminating at the end of June and a bid from a new bookkeeper can be reviewed in the Financial folder.

The Board discussed goals to plan for growth and day-to-day operations of NCBDN, and anticipation of new technology and training that may need to be implemented.

Dr. Didiano motioned to approve the financial reports as presented, including passing the budget for FY 2024-2025. Maggie seconded the motion. Amanda asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Didiano – Yes, Maggie – Yes, Amanda – Yes.

Public Comment – Amanda Holliday

-N/A

Licensing Administrator Report – Frances Cheung

Frances reported the total active licensee count at 4,225. Additionally, there were twelve Provisional licensees, with three being new since the last Board meeting on April 19, 2024. Since the last administrative numbers report given on April 19, 2024, there have been 129 new licensees, zero licensees had gone inactive, and seventeen licensees had relinquished. Lapsed postcards were sent out to last known home and work addresses during the first week of June. Board meetings for the next upcoming 6 months were scheduled.

Closed Session

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

- There were no members of the public to move to the waiting room.
- 9:50 a.m. Henry and Weldon Jones joined the meeting.
- 9:54 a.m. Patricia Pitts joined the meeting.

Investigations

Please see the Investigation report for full details.

Application review – Education Committee

The Board reviewed the reactivation submission for licensee KThomas, as well as discussed a supervisor qualification matter for applicant Barnett.

Patricia motioned to reopen the meeting at approximately 11:35 a.m. Maggie seconded the motion. No discussion. Roll call to approve motion: Analia – Yes, Dr. Didiano – Yes, Patricia – Yes, Maggie – Yes, Amanda – Yes.

- There were no members of the public waiting to reenter.
- Henry left the meeting at 11:36 a.m.

Open Session - Amanda Holliday

Actions related to closed session:

- Maggie motioned to approve applicant THOM-369CNH's re-submitted hours and therefore granting approval to apply for reactivation. No discussion. Roll call to approve the motion: Dr. Didiano – Yes, Patricia – Yes, Maggie – Yes, Amanda – Yes. Analia excused herself due to a conflict of interest.

Board Appointment Updates – Amanda Holliday & Marnie Jones

- Marnie noted this is Amanda's last meeting as Board Member. All thanked Amanda for her commitment and service.
- Babbi Hawkins will be replacing Amanda in the Educator LDN Board member role in July.

Officer Positions & Committees - Amanda Holliday & Marnie Jones

- The Board is awaiting updates on the replacement for Analia, an LN Board Member, from the Appointment Office.
- Maggie will continue in her current position until notified of replacement or reappointment.

The Board discussed the potential slate for the July meeting. Proposed are:

- Sarah – Chair
- *Vacant* – Vice Chair
- Christie – Treasurer
- Patricia – Secretary

Public Comment – Amanda Holliday

- N/A

Dr. Didiano motioned to adjourn the meeting at 11:50 a.m. Maggie seconded the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Didiano – Yes, Patricia – Yes, Maggie – Yes, Amanda – Yes.