

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: May 20, 2022

Board Members Present: Analia Camarasa, Ananya Sen, Karen Thomas, Amanda Holliday

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

*Absent:* Amy Beros, Christie Nicholson, Patricia Pitts

**Call to Order** – Dr. Ananya Sen

The meeting was called to order at 9:11 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. Analia Camarasa – Present
3. Karen Thomas –Present
4. 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. Karen seconded the motion. Charla noted that on the May agenda under Closed session the line item Legal Matters was listed in case Henry Jones, General Counsel, attended this meeting; since he will not be, the meeting will close not for Legal matters but for application discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Karen – Yes, and Dr. Sen – Yes.

**Secretary’s Report** – Charla Burill (*for Patricia Pitts*)

The April 2022 open and closed minutes, as well as the April 2022 Rules Committee Minutes were provided for electronic review prior to the meeting. Amanda motioned to approve the minutes as presented; Analia seconded the motion. Dr. Sen asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Karen – Yes, and Dr. Sen – Yes.

**Treasurer’s Report** – Charla Burill (for Amy Beros)

The April 2022 Cash Flow report, Budget report, Investment report, and Savings report were shared with the Board for review electronically prior to the meeting. Charla noted for the Board that legal fees are way up due to public records requests and the current LN application appeal. But the budget remains on track due to an unexpected increase in renewals and new applications. Noting the information about the fraudulent check reported in April, Charla reported there has been no new suspicious activity on the Wells Fargo account. Thus, the Board members agreed the account “hold” on check approvals could be lifted.

Amanda motioned to approve the financial reports as presented. Karen seconded the motion. No discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Karen – Yes, and Dr. Sen – Yes.

**Public Comment** – Dr. Sen

None raised.

**Administrative Report** – Marnie Jones

Marnie reported the total active licensee count at 3,613. Additionally, there were seven Provisional licensees. Since the last administrative numbers report given on April 22, 2022, there had been forty-one new licensees. Also, since the April 22, 2022 meeting report, zero licensees had gone inactive, and seven licensees had relinquished. Marnie reported that there are approximately seventy-five licensees left to renew. All remaining licensees who have not renewed or Relinquished will Lapse as of June 1. Letters will be sent to their last known home or work addresses.

The Board discussed setting the next set of Board meeting dates. However, June needed to be rescheduled and all agreed to 6/17 instead of 6/24. Noting there are several members missing from today’s meeting, the Board will come prepared to set the next set of meeting dates at the June meeting.

**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). In addition, the motion closes the meeting to **discuss employee reviews** under Article 33C of Chapter 143-318.11(6) and Article V Section 4 (6) of the Bylaws. Analia seconded the

motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Karen – Yes, and Dr. Sen – Yes.

### **Application Review**

Charla updated the Board that Applicant Beres and Applicant Brigham have requested to put a hold on their application until they can gather further evidence in response to the Board's April letters regarding their application review.

The Board discussed Applicant Beachler and her appeal.

### **Investigation Report – Charla Burill**

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

### **HR Committee - Dr. Sen**

Charla reviewed draft budget projections with the Board so they were aware of numbers noting they would be making decisions regarding possible raises. Marnie & Charla left the call at 10:50 a.m.

The HR committee discussed employee reviews and salary increases with the Board.

Marnie & Charla rejoined the call at 11:05 am.

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

Actions related to closed session:

1. Analia motioned to dismiss and close case 2022-0193 for lack of finding any violation of the Dietetic Practice Act or its corresponding regulations. Karen seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Karen – Yes, and Dr. Sen – Yes.
2. Analia motioned to issue a non-disciplinary letter of caution to DOYL-JF0GHI for misuse of title and issue license upon acknowledgment of letter. Karen seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Karen – Yes, and Dr. Sen – Yes.
3. Analia motioned to grant a 3% salary increase to Marnie Jones and Charla Burill effective July 1, 2022. Karen seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Karen – Yes, and Dr. Sen – Yes.

### **Accounting Policy Update – Charla Burill**

After review of the new Cyber Crime Insurance policy application, Charla found it necessary to add a new section/procedure to our Accounting Policy to be in line with the requirements of the insurance company. Analia motioned to adopt insertion of the new section titled “E-Crime/Transfer Requests” to the NCBDN Accounting Policy as shown electronically to the Board. Karen seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Karen – Yes, and Dr. Sen – Yes.

### **Rules Committee Report – Charla Burill**

Charla had a productive conversation with BCNS and the Academy about the proposed rule language and suggested changes. She hopes to be able to provide a full packet of rules for consideration before the June meeting for the full Board to be able to adopt changes at the June meeting.

➤ Amanda Holliday left the call at 11:18 a.m.

**Unfinished Business** - Charla Burill

- n/a

**Public Comment** - Dr. Sen

- n/a

Analia motioned to adjourn the meeting at 11:25 a.m. Karen seconded the motion. No further discussion.  
Roll call to approve motion: Amanda – Yes, Analia – Yes, Karen – Yes, and Dr. Sen – Yes.