

NORTH CAROLINA BOARD OF DIETETICS/NUTRITION  
BOARD MEETING  
10:30 A.M.  
140 PRESTON EXECUTIVE DRIVE, SUITE 205-C  
CARY, NC 27513

**[ELECTRONIC ONLY MEETING]**

OPEN MINUTES: April 20, 2020

Board Members Present: Shelia Garner Link, Christina Wilson, Amanda Holliday, Amy Beros, Analia Camarasa, Kim Iles, Ananya Sen

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Brittany McAllister, BCNS representative

**Call to Order** – Shelia Garner Link

The meeting was called to order at 10:42 a.m. A quorum was present. Shelia asked if there were any conflicts of interest. None declared. Shelia asked the Board if there were any changes to the agenda. None declared. Amanda Holliday motioned to approve the agenda as presented. Analia Camarasa seconded the motion. All approved.

**Secretary's Report** –Analia Camarasa

The March 2020 open and closed minutes were reviewed electronically prior to the meeting. Amanda motioned to approve the minutes as presented; Kim Iles seconded the motion. Shelia asked if there was any discussion on the motion. None declared. All approved.

**Financial Report** –Kim Iles

The March 2020 Cash Flow report, Budget report, Investment report and Savings report were shared with the Board for review electronically prior to the meeting. Kim reviewed highlights from the reports, including refunds for cancelled applications. Kim noted that she approved a transfer from our Wells Fargo account to Live Oak bank to invest funds given the Board's approval in the March 2020 meeting, if the CD rate was at or close to 2%. It was also noted that due to the waiver of late fees due to the Covid-19 crisis, the 2019-2020 budget will not have late fees, as had been budgeted. Amy Beros motioned to approve the financial reports as presented. Analia seconded the motion. No further discussion. All approved.

**Administrative Specialist Report** – Marnie Jones

The total active licensee count is 3,160. Additionally, there are four Provisional licensees. Since the last administrative numbers report given on March 25, 2020, there have been thirteen new licensees, and zero new provisional licensees issued. Also, since the March 25, 2020 meeting report, twenty-four licensees have gone inactive, and six licensees have relinquished.

There are 103 expired licensees left to renew. Renewal reminders through May 31, 2020 will be sent via email correspondence. We will explore sending a late postcard the first week of May, if the printer reopens their business due to the current Covid-19 pandemic.

### **Executive Director Report** – Charla Burill

Amy motioned to close the Board 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). Kim seconded the motion. No further discussion was raised. All approved.

Brittany McAllister left the meeting.

***Applicant Higginbotham*** – Charla reviewed Category F applicant Higginbotham, correspondence received from applicant, and progress to date. The Board discussed their outstanding questions regarding this applicant.

***Applicant Margaret King*** – Charla walked the Board through this new applicant. The Board discussed their outstanding questions regarding this applicant.

### ***Investigation Report***

Charla took the Board through the actions of the investigation committee report. See report for detail.

Amanda made a motion to reopen the Board meeting. Christina Wilson seconded the motion. All approved.

The Board recessed for a five-minute break.

Brittany McAllister rejoined the call at 12:22 p.m.

- Amanda motioned to ratify the actions of the Investigation committee including the ratification of the issuance of a cautionary letter and issuance of a cautionary letter to a new applicant; Christina seconded the motion. No further discussion. All approved.

***Covid-19 Crisis Updates*** – Charla reiterated for the Board that we have waived all late fees and instituted a new temporary background check process to ensure we can continue to issue licenses in a timely fashion. Since our last meeting Governor Cooper has implemented Executive Order 130 allowing occupational licensing Boards to further ensure timely access to health services. As such, Charla read the proposed statement on the Board's position regarding licensed out of state practitioners working with NC residents during the pandemic:

Whereas, on April 8, 2020, Governor Cooper issued Executive Order 130, providing under Section 3(A) the authority to each professional health care licensure board to waive or modify enforcement of any legal or regulatory constraints that would prevent or impair persons from providing care if they are licensed in states, territories, or the District of Columbia, but are not licensed in NC, the North Carolina Board of Dietetics/Nutrition (the NCBDN) formally temporarily waives dietetics/nutrition licensure requirements for persons licensed in other states, territories, or the District of Columbia.

The need for this waiver will be reevaluated at the NCBDN's monthly Board meeting. At a maximum, this waiver will be effective no longer than the effectiveness of Executive Order 130.

Kim motioned to accept this statement as the Board's position, with any typos corrected. Analia seconded the motion. All approved.

***Budget 2020-2021*** - Charla indicated she is working on the budget for the next fiscal year but noted employee reviews would be coming up and may have an effect. The HR committee should be prepared to give reviews by the end of May.

**Unfinished Business** – Charla Burill

- Shelia Garner Link pointed out that while the crisis continues, we will continue to meet electronically so as to conform with the State of Emergency and social distancing rules of conduct.

**New Business** – Charla Burill

Kim asked if there had been any movement on appointing her and Shelia's replacement for June. Charla indicated the legislature is doing their best to continue operations in the pandemic as much as possible, and believes they are working on an Appointments bill.

**Public Comment** – Charla Burill

-Brittany asked if nutrition practice provided by practitioners not licensed in NC, if done under the Executive Order 130 provisions and Board's adopted position, would be held against a future applicant and considered a violation. Charla answered that as long as the care is being provided in line with the position adopted by the Board, and only during the period of its effectiveness, this would be in line with the Board's present position.

Amanda motioned to adjourn the meeting at 12:37 p.m. and Christina seconded the motion. All Approved.