

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

MINUTES: August 13, 2018

Board Members Present: Kim Iles, Shelia Garner Link, Kayla Saunders, Christina Wilson, Analia Camarasa

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Robyn Smith-Brown (Consumer Protection Liaison to AND) and Judy Stone (Legislative Liaison for BCNS) - *Both via Conference Call*

Absent: Maurene Rickards, Cathie Ostrowski

Call to Order – Shelia Garner Link

The meeting was called to order at 9:40 a.m. A quorum was present. Shelia asked the Board if there were any conflicts of interest. None declared.

Shelia asked the Board if there were any changes to the agenda. None declared. The agenda was adopted unanimously.

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

The July 2018 minutes were reviewed electronically prior to the meeting. Kim Iles motioned to approve the June 2018 Minutes as reviewed electronically. Kayla Saunders 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 July 2018 were reviewed electronically prior to the meeting. Kim reviewed highlights from the reports and asked if there were any questions or feedback. Marnie pointed out the new Criminal Background Check “income” line item is actually just a pass through fee that the Board will be billed for monthly by SBI. Kayla motioned to approve the financial reports as presented. Analia Camarasa seconded the motion. Shelia asked if there was further discussion regarding the motion. None declared. All approved.

Administrative Specialist Report – Marnie Jones

- Since the last Board meeting date of July 16, 2018, there have been five new licensees, zero new Provisional licensees, zero licensees have gone Inactive, and four licensees have relinquished. The total number of Active licensees is 3,000 and eight Provisional licensees.
- Note, there are currently sixty-five applications awaiting background checks.
- The office has begun to send out completed fingerprint cards per the SBI process as of receipt of the first ones received on 8/6/18.

Executive Director's Report – Charla Burill

- **CBC** – Charla reported that it appears the delay in SBI getting approval to us was their oversight that the statutory language regarding background checks had already been vetted by the FBI in 2017 previous to HB357's passing, and the bill sustained no major changes in the passage process. We have been able to begin implementing the paper process; however, as of this meeting date, the LiveScan process has not been approved by SBI.
- **LN Applications** – Kim motioned to close the meeting pursuant to Article 33C, Chapter 143, § 143-318.18, and Article V (5) of the Bylaws, Section 4 (8). Kayla seconded the motion. All approved. The conference call line was muted to close it from the public attendees per this motion. It should be noted that although both applicants were invited to leave the room while their applications were being discussed because the Board viewed this time as a time to gather information and better understand what information the LN Board members had to submit, both LN Board members remained in the room. Information from both LN applicants was reviewed and discussed.
- Kim motioned to reopen the meeting; Kayla seconded the motion. All approved.
- **LN Application** – Charla reviewed a blank LN application and noted some changes that are to be made concerning clarification of hours allocation, saving the PDF, and changing the area where supervisors comment to encourage descriptive text comments.
 - Judy Stone, via conference call, commented that while she is open to further discussion, programmatic accreditation is not in the statute. Charla noted that there just isn't enough evidence with only checked boxes and a signature, to ensure the Board has sufficient information to substantiate hours of supervised practice, thus allowing the Board to feel comfortable issuing a license to practice. Judy indicated that the BCNS is striving to request more of their applicants, and currently having only one supervisor is allowable under the statute. She felt this was an example of the Board trying to expand beyond what the statute allowed for.
 - Shelia proposed that the Board table the issue to allow time for more thought and problem solving and bring the application issue back to discuss in the September meeting. Judy expressed that she felt that the Board should have leniency on initial applicants because of the state's long history of strict licensure laws.

The Board took a break from 12:34pm to 12:45pm

Executive Director's Report, Continued.... (Charla Burill)

- **Rule changes** – Charla is working towards a first draft to present to the committee and interested parties.
- **Federal Legislation** – Charla indicated there is a bill called HR 6515 that applies to licensing boards regarding anti-trust concerns from recent lawsuits.
- **Controllers' Report** – This has been completed and the letter submitted. This report raised the concerns of:
 - **Reviewing the Code of Conduct**
 - **HR committee to review job descriptions for staff members**
 - Assurance that one Board member has passwords and access to Board documents. Charla will ensure the Chair has current Windows access.
- **Code of Conduct and Whistleblower Policy** – New Board members Analia and Christina must sign both. Completed in Board meeting. All Board members had opportunity to review the Code of Conduct electronically prior to the meeting. No updates or changes were suggested.
- **Investments discussion** – Will table until September meeting for time.
- **Lease** – Our office lease has been approved by State Property and is in effect until August 2019.

- **D&O Policy** – Charla noted the Directors and Officers policy has gone up in cost per the quote received, but we have not yet been billed. **Analia requested a copy of this policy be redacted and sent to her for review.**

Unfinished Business – Charla Burill

- N/A

New Business – Charla Burill

- Charla received notice that Amanda Holliday will be appointed to the Educator position and Dr. Anaya Sen will be appointed to the physician position.

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). Christina 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).

Both Robyn Smith Brown and Judy Stone left the conference call line.

Investigation Committee Report – Charla Burill

- Reviewed the Investigation Committee Report for actions taken.
- Analia motioned to reopen the meeting. No discussion regarding the motion. Christina seconded the motion; all approved.

Kim motioned to ratify the actions of the Complaint/Investigation Committee; no discussion regarding the motion. All approved ratifying the actions of the Complaint/Investigation Committee.

Kim motioned to adjourn the meeting at 1:06 p.m. Christina seconded the motion; all approved.