

NORTH CAROLINA BOARD OF DIETETICS/NUTRITION
BOARD MEETING
11:30 A.M.
140 PRESTON EXECUTIVE DRIVE, SUITE 205-C
CARY, NC 27513

[ELECTRONIC ONLY MEETING]

OPEN MINUTES: August 26, 2020

Board Members Present: Christina Wilson, Amanda Holliday, Amy Beros, Analia Camarasa, Ananya Sen, Christie Nicholson, Patricia Pitts

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Brittany McAllister, BCNS representative

Call to Order – Dr. Ananya Sen

The meeting was called to order at 11:31 a.m. A quorum was present.

Dr. Sen asked the Board if there were any changes to the agenda. None declared. Amanda Holliday motioned to approve the agenda as presented. Christina Wilson seconded the motion. All approved. Dr. Sen asked if there were any conflicts of interest. None declared.

New Board members Christie Nicholson and Patricia Pitts were welcomed, and the Board did introductions. Charla Burill read Ms. Pitt's and Ms. Nicholson's Ethics letters calling out the potential for a conflict of interest for both new Board members. The specific potential conflicts of interest for each are as follows:

Ms. Pitts fills the role of a professional whose primary practice is clinical dietetics/nutrition. She is an outpatient dietician employed by the VA Medical Center Salisbury and serves as a board member of the Charlotte Dietetic Association. Because she will serve on the licensing authority for members of her own profession, she has the potential for a conflict of interest. Therefore, Ms. Pitts should exercise appropriate caution in the performance of her public duties should issues involving her certification or the certification of any of her colleagues come before the Board for official action.

Ms. Nicholson will fill the role of a professional whose primary practice is consulting in dietetics/nutrition. She is the owner and President of Nutrition Plus and Chair of The Food Group. Because she will serve on the licensing authority for members of her own profession, she has the potential for a conflict of interest. Therefore, Ms. Nicholson should exercise appropriate caution in the performance of her public duties should issues involving Nutrition Plus, The Food Group or her license come before the Board for official action.

All Board members were reminded, as with all professional serving on a Board of their peers, Board members are cautioned to exercise ethics and recuse themselves should a conflict arise. Board members were informed that these letters are on file with the Board.

Secretary's Report –Analia Camarasa

The June and July 2020 open and closed minutes were reviewed electronically prior to the meeting. Amanda motioned to approve the minutes as presented; Christie Nicholson seconded the motion. Dr. Sen asked if there was any discussion on the motion. None declared. All approved.

Financial Report – Charla Burill for Amy Beros

The June and July 2020 Cash Flow report, Budget report, Investment report and Savings report were shared with the Board for review electronically prior to the meeting. Charla reviewed highlights from the reports. Amanda motioned to approve the financial reports as presented. Analia Camarasa seconded the motion. No further discussion. All approved.

Administrative Report – Marnie Jones

Marnie explained the electronic process for expense reports to new Board members.

The total active licensee count is 3,319. Additionally, there are four Provisional licensees. Since the last administrative numbers report given on May 20, 2020, there have been one hundred eighteen new licensees, and two new provisional licenses issued. Also, since the May 20, 2020 meeting report, one licensee has gone inactive, and nine licensees have relinquished.

The Board discussed setting another six months of meeting dates, taking into consideration new Chair, Dr. Sen's, schedule. Per the ByLaws, the Chair set the meeting dates. The following dates and times were tentatively set:

- September 23, 2020 at 9 a.m. [Note, this is a change to the previously set September 16th date at 9:30 a.m.]
- October 21, 2020 at 9 a.m.
- November 18, 2020 at 9 a.m.
- December 9, 2020 at 9 a.m.
- January 13, 2020 at 9 a.m.
- February 10, 2020 at 9 a.m.
- March 10, 2020 at 9 a.m.

Marnie will update these dates online as well as send out meeting notices.

Executive Director Report – Charla Burill

Amanda 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). Christina seconded the motion. No further discussion was raised. All approved.

Brittany McAllister left the call.

The Board reviewed the applications for Applicant Maschoff and Applicant Higginbotham.

Investigation Report - Charla Burill

Charla reviewed the July investigation report with the Board. See report for details.

1:34 p.m. – Amanda motioned to reopen the meeting. Analia seconded the motion. All agreed.

1:35 p.m. – Brittany McAllister rejoined the meeting.

Motions

Analia motioned to approve Applicant Maschoff for LN licensure. Amanda Holliday seconded the motion. No further discussion raised. All approved.

Executive Report, Continued... - Charla Burill

Charla discussed with the Board that upon having two new Board members appointed, we would need to revisit the composition of the committees. The proposed composition is as follows:

Investigation Committee

Christie Nicholson - *new*
Amy Beros
Analia Camarasa

HR Committee

Ananya Sen
Amanda Holliday
Amy Beros

Education Committee

Amanda Holliday
Christina Wilson

Rules Committee

Ananya Sen
Analia Camarasa
Patricia Pitts - *new*

The Board unanimously agreed they were comfortable with these committee rosters.

Rules Committee – Charla Burill

Charla noted that while the essential rules were readopted last year, it is time to begin reviewing and amending additional rules. She will set up a meeting with the Rules Committee to begin drafting. Charla noted that there may be a need, based on an inquiry to the Board, to provide definition for the categories of hours required under Category F & G. This may be something to discuss in the rules drafting process.

Review of ByLaws – Charla Burill

The ByLaws require revision to be in line with the new statute and revised rules adopted last year. The marked-up version was sent electronically for review prior to this meeting, however the bylaws require any changes be sent at least 10 days prior to adoption, thus they can be readopted at the September meeting to allow the required time for review.

Guideline B amendments – Charla Burill

Guideline B is a document drafted several years ago to further clarify what is meant by “evidence-based practice.” Since the migration of the Board’s website, this document was taken down for review/revision. It was sent to the Board electronically prior to this meeting. Amanda noted that JAND recently released a paper regarding evidence-based practice and she will work to see if there is any new material that may be

useful in revision of this document. The Board asked for more time to review this and will revisit at the September 2020 meeting.

Covid-19 Updates – Charla Burill

The State of Emergency continues, and the Board is still operating under Gov. Cooper’s Executive Order 130 (and others as applicable). However, many agencies are beginning to reopen for fingerprinting and the Board agreed that since it is bearing the expense of the temporary background check put in place early in the pandemic closures, the language needs to start directing applicants to first seek the statutorily-required fingerprint-based background check, and only if they have verified their local services are closed, applicants could request to complete the temporary check. Marnie will adjust language accordingly on our website and applicant communications.

Unfinished Business – Dr. Sen

- N/A

New Business – Dr. Sen

- N/A

Public Comment

Brittany McAllister asked if the drafts for both the Bylaws and Guideline B could be sent for her review. Charla indicated she would look into ensuring the drafts could legally be shared and would contact Brittany after the meeting.

Christina motioned to adjourn the meeting at 2:04 p.m. and Amanda seconded the motion. All Approved.