

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

OPEN MINUTES: December 18, 2019

Board Members Present: Shelia Garner Link, Kim Iles
Present Via Conference Call: Christina Wilson, Analia Camarasa,
Dr. Ananya Sen, Amanda Holliday, Amy Beres

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Judy Stone (*via conference call*)

Call to Order – Shelia Garner Link

The meeting was called to order at 9:38 a.m. A quorum was present. Shelia asked the Board if there were any changes to the agenda. None declared. Amanda Holliday moved to approve the agenda as presented. Kim Iles seconded the motion. The agenda was adopted unanimously.

Shelia asked if there were any conflicts of interest. None declared.

Secretary's Report – Analia Camarasa

The November 2019 open and closed minutes were reviewed electronically prior to the meeting. Amanda motioned to approve the minutes as presented; Dr. Sen 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 November 2019 were reviewed electronically prior to the meeting. Kim reviewed highlights from the reports. Kim noted again that the legal fees were over what was budgeted. Sheila asked if there were any measures between now and the close of the fiscal year that could compensate for the overage. Charla noted that while our legal fees were higher than anticipated, that overall, we are actually under budget at this point in the year. Analia Camarasa motioned to approve the financial reports as presented. Christina Wilson seconded the motion. Shelia asked if there was further discussion regarding the motion. None declared. All approved.

Administrative Specialist Report – Marnie Jones

- **Numbers Report** - Since the last Board meeting date of November 20, 2019, there have been twenty-one new Category A licensees, zero new Provisional licensees, zero licensees have gone Inactive, and zero licensees have Relinquished. The total number of Active licensees is 3,314 and additionally seven Provisional licensees.
- Marnie noted that the renewal process is beginning on January 1, 2020. The renewal process was explained for the benefit of the newer Board members and those LNs who would be renewing for the first time this coming year. A postcard will go out 12/31/19 and subsequent emails and other postcards will follow throughout the renewal season which essentially runs from 1/1/20-5/31/2020.

- Also noted, the office email system has been converted over to Microsoft 365 as a “government tenant” on 12/12-12/13/19. This system should provide better compliance with SBI and FBI requirements on communication regarding background checks.

Amanda motioned to close the Board meeting for discussion regarding the review of applications, pursuant to Article 33C of Chapter 143, §143-318.18(6) and Article 5 of the Bylaws, Section 4 (8). Dr. Sen seconded the motion. All approved.

Judy Stone left the conference call.

Executive Director’s Report –Charla Burill

Review and discussion of current LN applications. Applicant Higginbotham was interviewed during this closed session. No final determinations were made.

No investigation report was presented.

Upon returning to open session, the Board recessed until 12:28 pm. Charla alerted Judy Stone that she could rejoin in open session.

Application Work Group – Amanda Holliday

Amanda reported that the application workgroup had posted documents to review prior to the meeting. She walked the Board through the areas of interest.

Amy Beros left the call at 1 pm.

Kim Iles made a motion to approve the forms with the minor changes noted in discussion. Dr. Sen seconded it. Shelia asked for further discussion on the motion.

Judy Stone from BCNS, asked for time to comment. Ms. Stone noted the following concerns:

1. Form A3 – Page 3: How will periodic be interpreted?
2. Form A3– Page 3: Question regarding whether worked on own clients, their supervisor’s, or combination. She doesn’t feel this is defined in the statute and questions whether it is a determining factor.
3. Form A3 – Page 9: Cat D is marked with an asterisk, but not in the columns. Should it be clarified as not needing to be MNT?
4. Form A3 – page 10: “Performance of Activity Observed by Supervisor” – Is this backed up by Statute?
5. Form A3 – There is a column on the tracking form for facility/location. She feels this is burdensome to have to reenter this each time.
6. Form A3 – Page 12: Areas of Competency, as written you are applying for a license to practice medical nutrition therapy, could it be changed to “a license that allows for the provision of medical nutrition therapy.” She feels this would suggest more accurately that there are others services being provided as well.
7. Form A3 – Page 12: Self Rating- Judy felt this area was too burdensome to complete in addition to a tracking log.
8. CNS has changed their forms to include detailed tracking. If this tracking log will now be required, this may mean people before 2019 will not be able to meet documentation standards.
9. Form A4 – Asking if the supervisor is professionally licensed may be an issue as not all individuals who can supervise will be able to be licensed.

10. Form A4 – If answering only “F” Judy doesn’t feel we have the authority to ask what their additional training is.
11. Form A5 – What is the relevance of asking if they worked with their own clients? It’s not in the statute about whose clients they are working with.
12. Judy again raised the issue of an equivalent doctoral degree in the case of Ms. Davis. She feels his undergraduate work should be included as cumulative to meet this equivalency.

Shelia indicated that there was a motion on the floor to approve the application forms as presented.

The Board discussed allowing for time to review Judy’s concerns and see if there are any changes that the Board felt needed to be addressed on the forms before voting to approve. Judy was asked to also submit her concerns in writing.

Shelia called for a vote on the motion to approve the application forms as presented. All in favor = 0 Opposed = Unanimous. The motion failed and did not pass. The Application workgroup will work to review the concerns and application for the January meeting.

Unfinished Business – Charla Burill

- N/A

New Business – Charla Burill

- Charla noted that there was a page developed for the website to help Cat F users understand supervision and the law better. It was sent out for review. All agreed that it can be posted.

Kim motioned to adjourn the meeting at 1:47 p.m. and Dr. Sen seconded the motion. All Approved.