

NORTH CAROLINA BOARD OF DIETETICS/NUTRITION  
BOARD MEETING  
11:00 A.M.  
1135 KILDAIRE FARM ROAD, SUITE 200  
CARY, NC 27511

**[ELECTRONIC ONLY MEETING]**

OPEN MINUTES: December 15, 2021

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

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Traci Hobson, ANA representative

**Call to Order** – Dr. Ananya Sen

The meeting was called to order at 11:02 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. Amy Beros – N/A
3. Analia Camarasa – Present
4. Christie Nicholson – Present
5. Karen Thomas – Present
6. Patricia Pitts – Present
7. And I, Dr. Sen, am present.

Dr. Sen declared there was a quorum. Dr. Sen also asked if there were any existing conflicts. Hearing none, Amanda made a motion to approve the agenda as presented. Patricia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

**Secretary’s Report** – Patricia Pitts

The November 2021 open and closed minutes were sent out electronically prior to the meeting. Amanda motioned to approve the minutes as presented; Christie seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

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

The November 2021 Cash Flow report, Budget report, Investment report and Savings report were shared with the Board for review electronically prior to the meeting. Charla noted that per the last meeting, the Wells Fargo Investment Account has been closed and that money has been moved to Live Oak CD’s which have already begun to earn interest. Amanda motioned to approve the financial reports as presented. Patricia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

**Public Comment** – Dr. Sen

None raised.

**Administrative Report** – Marnie Jones

Marnie reported the total active licensee count at 3,644. Additionally, there were six Provisional licensees, one of which was new since our last meeting. Since the last administrative numbers report given on November 17, 2021, there had been thirty-four new licensees. Also, since the November 17, 2021 meeting report, zero licensees had gone inactive, and zero licensees had relinquished.

Marnie noted for the Board that the minutes archive page went live on November 29<sup>th</sup>. The page can be found at <https://www.ncbdn.org/minutes-archive>.

Marnie reminded the Board that online renewal will open on January 1, 2022. The Board had previously approved a change to the Legal Questions going forward, to be worded such that they ask only about actions reportable since the applicant’s last application. This change will be noted in an email for all licensees on 12/17/21. In addition, the annual “green” reminder postcard will go out on/around January 1, 2022 announcing that renewal is open.

Marnie raised the discussion of whether the Board would waive the late fee for renewal during the late period which will begin April 1, 2022. The Board has waived the last two years’ worth of late fees due to the ongoing Covid-19 crisis. Most Board members feel that the citizens of North Carolina are still suffering with the hardships from the last few years and another year of waiving the late fee is a reasonable accommodation. Amanda motioned to waive the renewal late fee for the upcoming 2022 renewal season. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

Amy Beros joined the meeting at 11:17 a.m.

**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). Patricia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

Marnie moved Traci Hobson to the virtual waiting room to close the electronic meeting.

***Application Review***

The Board re-reviewed one application for Category F licensure, Applicant LaGreca.

**Investigation Report**

Charla reviewed the Investigation Committee Report; see report for details.

Patricia left the meeting at 1:13 p.m.

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

Marnie moved Traci Hobson into the open virtual meeting at 1:36 p.m.

Actions related to closed session:

1. Amanda motioned to license Applicant LaGreca with the issuance of a Cautionary letter. Christie seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, and Dr. Sen – Yes.
2. Christie motioned to close case 2021-0185. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, and Dr. Sen – Yes.
3. Amy motioned to offer a consent order to PUTN-86BU2A, which would allow the applicant to be licensed if the applicant accepts the letter of reprimand, which the consent order provides for in the document. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.
4. Amy motioned to license applicant HEMO-GKTSHG with the issuance of a cautionary letter. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

**Executive Report, Continued...** - Charla Burill

***Account*** – Charla again noted that the Wells Fargo Investment account is closed, and the money has been transferred into CD's at LiveOak bank, which have already earned a bit of interest. Amy noted there was nothing additional she needed to add since she missed the opening Treasurer's Report. Charla added that these are 1-year CD's thus if the rates change the Board will have the opportunity to reinvest.

***Ethics Commission*** – Charla reminded the Board members about the Ethics Commission guidance on holiday gifts and that she had forwarded the guidance via email to all members.

**Unfinished Business** – Dr. Sen

- N/A

**New Business – Charla Burill**

- Required Board member legal training – This is set to occur at the January 2022 meeting. All members are encouraged to attend; if the meeting is missed, Board members must meet individually with Charla to receive the required biennial training.
- Charla reminded committee members that letters need to be reviewed/approved before the holiday break so that Charla can get them to our applicants/licensees.

**Public Comment** - Dr. Sen

- N/A

Analia motioned to adjourn the meeting at 1:42 p.m. Amanda seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, and Dr. Sen – Yes.