

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

MINUTES: February 12, 2018

Board Members Present: Shaynee Roper, Helene Edwards, Kim Iles, Shelia Garner Link, Kayla Saunders, Maurene Rickards, Cathie Ostrowski (Via Conf. Call)

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guest: Robyn Smith Brown, NCDA Consumer Protection Liaison (Via Conf. Call)

**Call to Order** – Shaynee Roper

The meeting was called to order at 9:32 a.m. A quorum was present. Shaynee asked the Board if there were any conflicts of interest. None declared.

Shaynee asked the Board if there were any changes to the agenda. None declared. Helene Edwards motioned to adopt the agenda as presented. Shelia Garner Link seconded the motion. The agenda was adopted.

**Secretary's Report** – Shelia Garner Link

The December 2017 minutes were reviewed electronically prior to the meeting. Shelia asked if there were any changes to the minutes as presented. None declared. Helene motioned to approve the December 2017 minutes as presented. Kim Iles seconded the motion. All approved.

**Treasurer Report** – Cathie Ostrowski

The Cash Flow Report, Budget Report, Savings Report, and Investment Report for December 2017 and January 2018 were reviewed electronically prior to the meeting. Cathie reviewed highlights from the reports, and asked if there were any questions or feedback.

- Charla noted that she will move \$15,000 back to savings now that income from renewals has returned.
- Charla noted that she has been working with WorldPay to get some new fees refunded, as they have changed their billing structure after merging with SecureNet. Charla will continue to monitor the fees and investigate alternatives if needed.

Shelia motioned to approve the financial reports as presented. Helene seconded the motion. Shaynee 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 December 18, 2017, there have been thirty-five new licensees, zero new Provisional licensees, forty-one licensees have gone Inactive, and three licensees have relinquished. The total number of Active licensees is 3,011 and two Provisional licensees.
- So far in the 2018 renewal season, since January 1, 2018, there have been 867 completed renewals to date. The next touchpoint will be a yellow postcard reminder, which will be mailed this week.

- Marnie and Charla reported that thus far, the new web-based licensing system is experiencing higher than expected compliance rate this renewal season, and they anticipate the process should continue to go smooth.

Cathie left the conference call at 9:50am.

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

- **Office Lease** – Charla reported that the office has been contacted by John Webb from the State Property office regarding some new legislation addressing property and state agency leases for office space. In researching this issue, it has come to Charla's attention that the law seems to indicate that any lease agreement entered by any state agency requires review and approval by the State. Charla was not aware of this requirement, and does not believe the Board was ever aware of this requirement. In seeking clarification from Mr. Webb, he has indicated that the NCBDN's current lease was not entered in line with the requirements for state agency leases; however, Mr. Webb has not yet been responsive to multiple requests for further clarification as to how the NCBDN could come into compliance. Charla will continue to research the issue and get in touch with Mr. Webb, so that the Board can ensure compliance as it looks to enter a new lease agreement in June of 2018.
- **Protocol for licensees and addiction** – Many of the allied health occupational licensure boards have some sort of language in their laws or rules addressing the process for investigating and handling addiction issues amongst licensees. Most work under the guidance of a larger entity, such as a federation or an outside organization that runs the program. Charla has reviewed regulations of other boards, and is working to draft potential rules to address situations involving licensees and substance abuse issues. Once drafted, she will present proposed rules to the Board for review. As our licensee population grows, this will continue to be an issue our Board must be prepared to manage.
- **Category D Applicant** – An informal review of a Florida licensee seeking licensure under reciprocity (a non-RD) raised the issue of reviewing potential applicants for reciprocity against the ACEND standards as they were at the time the person became licensed in the other state. The Category C & E Committee has reviewed FL's requirements for licensure as they were in 2001 when this person became licensed there in comparison to NC's requirements for licensure as they were in 2001. Reviewing these requirements, the Committee determined that the FL's requirements were not equivalent to NC's requirements, and thus this person would not be able achieve licensure by reciprocity. Category C and E requirements, and the necessity of such applicants meeting the standards as they are today, were discussed and affirmed.
- **Tax Documents** – Charla confirmed that all Board members were in receipt of their W2 from the NCBDN.
- **Employee reviews** – Charla reminded the Board and HR Committee that employee reviews are coming up. The "year end" for reviews is in April. Charla reminded the HR committee that they need to provide public notice of any majority meeting if they choose to call a meeting.
- **Recommendations for Educator position** – Charla asked if there were any recommendations or suggestions for Board members who would meet the requirements of the Educator position which will be open after June 30<sup>th</sup>. It was suggested that Charla contact various program directors across the state to gauge interest and get further suggestions. Kim will speak with Paul Moore about serving.
- **Talks** – Charla will be giving two talks at Meredith and one for a renal group in Charlotte coming up this spring.
- **Occupational Licensure Update** – Charla and Robyn Smith Brown are working to set up a time to talk further with Judy Stone from the Center for Nutrition Advocacy to prepare for the spring legislative session and hopeful passage of HB357. Charla informed the Board that across the

country there are various changes happening with licensure boards; along with other allied health boards, the Ohio Dietetics/Nutrition Board was just brought under the Ohio Medical board in that state (it is noted that employees of boards are state employees in those states).

**Unfinished Business** – Charla Burill

- Maurene Rickards and Kayla Saunders showed their documentation in person as required via the I9 form.

**New Business** – Charla Burill

- Charla raised the concern that a potential Cat C applicant who received the Cat C forms when she requested them in January of 2017, has just submitted the charts; however, the charts and requirements were updated in accord with ACEND’s updated standards in June of 2017. The Board discussed and agreed that the Category C and E applicants should be required to complete the requirements as they stand at time of application, not at the time of requesting the forms.
- Charla reported that the new workman’s comp policy came in but was missing a few Board members names; she returned it to our agent for revision.
- Charla indicated that the employee dishonesty policy came in, but she has not fully reviewed it yet. It is in process of renewal.

The Board took a break at 10:41 am, and returned at 10:51 am.

**Executive Director’s Report** – Charla Burill

Cathie rejoined the conference call at 11 am.

- **Law Training** – Charla, per §93B, reviewed “Understanding the Obligations and Limitations of the NCBDN,” as part of the required training for board members every two years. She also covered training regarding the FTC, competition, and antitrust. See attached training slides.

Shelia 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). Helene seconded the motion. Shaynee 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).

**Investigation Committee Report** – Charla Burill

- Reviewed the Investigation Committee Report for actions taken, and proposed actions.
- Helene motioned to reopen the meeting. No discussion regarding the motion. Shelia seconded the motion; all approved.

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

Charla indicated she had to make some edits to the November/December 2017 Investigation Committee. She briefed the Board on these edits. Charla requested a motion. Kim motioned to approve the edits to the November/December 2017 Investigation Committee report as proposed. Kayla seconded the motion. All approved.

Maurene motioned to adjourn the meeting at 12:27 p.m. Helene seconded the motion; All approved.