

NORTH CAROLINA BOARD OF DIETETICS/NUTRITION
BOARD MEETING
9:00 A.M.
1135 KILDAIRE FARM ROAD, SUITE 200
CARY, NC 27511

[ELECTRONIC ONLY MEETING]

OPEN MINUTES: February 17, 2023

Board Members Present: Amanda Holliday, Sarah Thomas, Patricia Pitts, Christie Nicholson

Staff: Marnie Jones, *Administrative Specialist*

Guest: Sheri Cordell, *NCAND State Policy Rep*

Call to Order – Amanda Holliday

The meeting was called to order at 9:09 a.m. A quorum was present. Amanda reminded the Board of best practices under the newly adopted Electronic Meetings Policy. Amanda asked if there were any existing conflicts. None Reported.

The agenda was sent out to the Board electronically for review. Patricia made a motion to approve the agenda as presented. Christie seconded the motion. Roll call to approve motion: Christie – Yes, Patricia – Yes, Sarah – Yes, Amanda – Yes.

Secretary's Report – Patricia Pitts

The HR committee minutes from January 27, 2023, and the HR committee minutes from February 13, 2023 are not ready for review and approval will be tabled until the March meeting. The January 20, 2023 open and closed minutes, as well as the January 13, 2023 HR committee minutes, were provided for electronic review prior to the meeting. Christie motioned to approve the January 20, 2023 open and closed minutes, as well as the January 13, 2023 HR committee minutes; Patricia seconded the motion. Amanda asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Christie – Yes, Patricia – Yes, Sarah – Yes, Amanda – Yes.

Treasurer's Report – Christie Nicholson

The January 2023 Cash Flow report, P&L report, Investment report, and Savings report were shared with the Board for review electronically prior to the meeting. Christie noted that they will look “different” as we are now working with the bookkeeper to produce the monthly reports and this was the first month that Minas Bookkeeping reconciled. Marnie noted that the version of QuickBooks Online that was purchased during the ED transition does not allow for budget capabilities, thus there is not true “budget” report provided this month. Our bookkeeper is working on maintaining one manually until the new ED is in place and can determine whether we should upgrade the software or not. Patricia motioned to approve the financial reports as presented. Sarah seconded the motion. No further discussion. Roll call to approve motion: Christie – Yes, Patricia – Yes, Sarah – Yes, Amanda – Yes.

Public Comment – Amanda Holliday

Sheri Cordell, member of the public indicated she had no comment at this time.

Administrative Report – Marnie Jones

Marnie reported the total active licensee count at 4,024. Additionally, there were seven Provisional licensees. Since the last administrative numbers report given on January 20, 2023, there had been twenty-six new licensees, fifty-one licensees had gone inactive, and five licensees had relinquished.

Marnie noted that the yellow renewal reminder postcard will go out the week of February 20, 2023.

Closed Session

Sarah motioned to close the meeting for discussion regarding **qualifications of employee(s)**, pursuant to Article 33C of Chapter 143, §143-318.11(6); Article 5 of the Bylaws, Section 4 (6), as well as closure for the **discussion of applications**, pursuant to Article 33C of Chapter 143, §143-318.18(6) and Article 5 of the Bylaws, Section 4 (8). Christie seconded the motion. No further discussion. Roll call to approve motion: Christie – Yes, Patricia – Yes, Sarah – Yes, Amanda – Yes.

- Sheri Cordell was placed in the waiting room at 9:18 a.m.

Qualifications of Employees – Amanda Holliday

Amanda recapped the hiring process thus far to fill the Executive Director position.

Applications:

An applicant has asked to be granted an extension to complete her application, due to extenuating circumstances.

Sarah motioned to reopen the meeting at 10:23 a.m. Patricia seconded the motion. No discussion. Roll call for approval: Patricia – Yes, Sarah – Yes, Amanda – Yes.

- Sheri Cordell rejoined the meeting at 10:24 a.m.

Open Session - Amanda Holliday

Action related to Closed Session:

- Upon returning to open session, the Board had lost a quorum. Marnie will send out a request for an electronic vote to grant applicant DePalma an extension to complete her application.

HR Committee

Amanda provided an HR committee update to the Board. The committee has been working through various stages of interviewing and hopes to move to the offer stage in the coming week.

LN Open position

Noting Karen Thomas's position remains open, Amanda has been reaching out to LN's who meet the three years of experience requirement in the statute. So far, we have not gotten a solid volunteer to serve but Amanda will continue to reach out.

Bookkeeper

Marnie indicated work with the bookkeeper has been good. Working through timing expectations and file management, process, etc.

Unfinished/New Business - Charla Burill

- A reminder to Analia, Amanda, and Christie that their Ethics training has expired. Please complete as soon as possible.

Public Comment – Amanda Holliday

- None raised.

Patricia motioned to adjourn the meeting at 10:28 a.m. Sarah seconded the motion. No further discussion.
Roll call to approve motion: Patricia – Yes, Sarah – Yes, Amanda – Yes.