

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: January 20, 2023

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

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guest: Weldon Jones, *General Counsel*, Kalle Parks, *Dietetic Intern*

Call to Order – Amanda Holliday

The meeting was called to order at 9:03 a.m. Amanda reminded the Board of best practices under the newly adopted Electronic Meetings Policy. A quorum was present.

Amanda asked if there were any existing conflicts. None Reported.

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

Secretary's Report – Marnie Jones (for Patricia Pitts)

The December 2022 open and closed minutes, as well as the January 6, 2023 open and closed minutes, were provided for electronic review prior to the meeting. Christie motioned to approve the December 2022 open and closed minutes, as well as the January 6, 2023 open and closed minutes; Analia seconded the motion. Amanda asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Sen – Yes, Christie – Yes, Sarah – Yes, Amanda – Yes. HR Committee minutes were not yet prepared for review.

Treasurer's Report – Christie Nicholson

The December 2022 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 our legal fees are already higher than budgeted, noting that General Counsel is aware of the threshold for the D&O policy and is working with the insurance company. Charla noted the Board may want to consider doing a revised budget taking into consideration the increased legal costs as well as unexpected recruiting costs for the ED position, contracting with a bookkeeper, and any other changes in operation. Analia motioned to approve the financial reports as presented. Dr. Sen seconded the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Sen – Yes, Christie – Yes, Sarah – Yes, Amanda – Yes.

- Weldon Jones, General Counsel joined the call at 9:14 a.m.

Public Comment – Amanda Holliday
None raised.

Administrative Report – Marnie Jones

Marnie reported the total active licensee count at 4,050. Additionally, there were six Provisional licensees. Since the last administrative numbers report given on December 9, 2022, there had been sixty-nine new licensees, twelve licensees had gone inactive, and three licensees had relinquished.

Marnie noted that the green renewal postcard went out to the licensees at the beginning of January. Email reminders will go out until the next postcard, mid-February.

Closed Session

Christie 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 contracts**, pursuant to Article 33C of Chapter 143, §143-318.18(5) and Article 5 of the Bylaws, Section 4 (5). In addition, the motion closes the meeting to **consult with legal counsel** under Article 33C of Chapter 143-318.11(3) and Article V Section 4 (3) of the Bylaws. Sarah seconded the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Sen – Yes, Christie – Yes, Sarah – Yes, Amanda – Yes.

Legal Consultation – Weldon Jones

Weldon Jones, an associate of Henry Jones, provided the Board with a recap on the standings of the Beachler hearing; Weldon also provided guidance on other current legal and investigative matters.

Contracts – Amanda Holliday

Amanda discussed the proposals submitted by the two bookkeepers that responded to the Board’s RFP.

- Christie left the call at 9:52 a.m.
- Weldon left the call at 9:52 a.m.
- Patricia Pitts joined the call at 10:06 a.m.

The board further discussed the need to establish a consulting contract with Charla until new ED can be hired and trained. Charla left the call for this discussion.

The Investigation report was reviewed; see the report for details.

Analia motioned to reopen the meeting at 10:30 a.m. Patricia seconded the motion. No discussion. Roll call for approval: Analia – Yes, Christie – Yes, Patricia – Yes, Sarah – Yes, Amanda – Yes.

- Kalle Parks rejoined the meeting at 10:31 a.m.

Open Session - Amanda Holliday

Amanda informed the Board that Karen Thomas had resigned from her position with the Board. The Speaker’s office had been notified. The Board discussed how to address the need to fill this vacancy.

The Board reviewed the bookkeeper proposals received and noted that once Charla receives answers back on the follow-up questions discussed, the Board will vote electronically to engage with a bookkeeping service.

Analia made a motion to approve contracting for consulting services with Charla Burill after her last day of employment with the Board, dependent on Henry’s legal review of a consulting contract. Christie

seconded the motion. No discussion. Roll call to approve: Analia – Yes, Christie – Yes, Patricia – yes, Sarah – Yes, Amanda – Yes.

HR Committee Report – Amanda Holliday

The HR committee continues to meet regarding recruitment and hiring for the open ED position. The job opening has been posted to numerous outlets, but as of this meeting, there was no traction on qualified candidates to interview. The HR committee as well as Amanda and Marnie will continue to meet regularly to transition, utilizing Henry’s office for legal matters, and a bookkeeper once contracted with. Amanda is being listed in name on various services/contracts access agreements in the interim.

Category F Forms Revised- Charla Burill

Category F forms that were affected by rules that went into effect January 1, 2023, have been updated. The forms were provided to the Board electronically for review prior to the Jan 6th meeting. These are hybrid forms as more changes may need to be made if/when additional delayed rules go into effect. Charla walked the Board through the changes on the forms. The Board discussed that applicants who have not yet submitted any supplemental forms, should be sent the updated forms. Applicants who have already submitted forms do not need to redo the forms, but if they have not yet been Board reviewed, may need to provide additional clarification on elements covered in 21 NCAC 17 .0104 that were not addressed on the pre-revision version of the forms. Analia motioned to approve the revised Category F supplemental forms A3, A4, A5, & A7, with discussed changes. Dr. Sen seconded the motion. No discussion. Roll call: Analia – Yes, Dr. Sen – Yes, Patricia – Yes, Sarah – yes, Amanda – Yes.

Board Terms- Amanda Holliday

Dr. Sen’s term expires June 30, 2023. The Board will need to make suggestions for her replacement. There was a physician who expressed interest back when Dr. Sen was appointed; Charla will reach out to him to see if he is still interested in putting forward his name/resume. Per the law, Dr. Sen will continue to serve until her replacement is named, and the Board will need to replace Dr. Sen’s position as vice-chair upon her coming off the Board. The Board will aim to discuss physician candidates at its March meeting.

Unfinished/New Business - Charla Burill

- A reminder to Analia and Amanda that their Ethics training has expired. Christie and Dr. Sen expire in February, and March respectively. Please complete as soon as possible.
- The Employee handbook was reviewed during the transition period and it is noted that it currently does not provide for a 90-day probationary employment period. The Board agreed that there should be a 90-day probationary period in place. This language has been proposed and reviewed. Also, it errantly still had a 6% matching requirement for employees, which was done away with several years ago. These two changes have been made and were provided for the Board to review in their electronic meeting materials folder.
- Guideline B was updated simply to update it to have the new language from the rules passed on January 1, 2023. It was primarily referencing the Code of Ethics (21 NCAC 17 .0114).
- Patricia motioned to approve the changes to the handbook as well as the edits to Guideline B. Dr. Sen seconded the motion. No discussion. Roll call: Analia – Yes, Dr. Sen – Yes, Patricia – Yes, Sarah – Yes, Amanda – Yes.

Public Comment – Amanda Holliday

- None raised.

Amanda thanked Kalle Parks for joining the call. Analia motioned to adjourn the meeting at 11:43 a.m. Dr. Sen seconded the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Sen – Yes, Patricia – Yes, Sarah – Yes, Amanda – Yes.