

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

MINUTES: July 17, 2019

Board Members Present: Shelia Garner Link, Kim Iles, Amanda Holliday  
*Present Via Conference Call: Analia Camarasa, Ananya Sen (joined at 10:10 am)*

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Brittany McAllister (BCNS, Director of Legislative & Regulatory Affairs) *(via conference call)*

*Absent: Christina Wilson, Kayla Saunders*

**Call to Order** – Shelia Garner Link

The meeting was called to order at 9:40 a.m. A quorum was present. Shelia asked the Board if there were any changes to the agenda. None declared. The agenda was adopted unanimously. Shelia noted that this Board intends to follow Robert’s Rules for small boards.

Shelia asked the Board member if there were any conflicts of interest to report. None declared.

**Secretary’s Report** – Charla Burill *(for Christina Wilson)*

The June 2019 Board meeting minutes were reviewed electronically prior to the meeting. Amanda Holliday motioned to approve the above noted minutes as presented electronically; Kim Iles 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 June 2019 were reviewed electronically prior to the meeting. Kim reviewed highlights from the reports. Charla noted that the WorldPay merchant issue is coming to a close. NCBDN has instructed Wells Fargo to not pay any further fees to merchant WorldPay. Wells Fargo credited the most recent fee charged to our account as WorldPay had no reason to do so. Kim noted that we are ahead of budget and continue to be fiscally responsible. Kim asked if there were any questions or feedback. Amanda motioned to approve the financial reports as presented. Analia Camarasa 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 June 25, 2019, there have been thirty-three new Category A licensees, one new Category F licensee, two new Provisional licensees, zero licensees have gone Inactive, and four licensees have relinquished. The total number of Active licensees is 3,132 and six Provisional licensees.

- Marnie noted that after the Board votes on new positions, she will need to gather signatures of any new officers for administration of license certificates.

Amanda motioned to close the meeting for review of applications under NCGS §143-318.18 (6), Exceptions to the Open Meeting Act, and Article 5 of the Bylaws, Section 4 (8), as well as for review of complaints and investigations, pursuant to Chapter 143, Article 33C, §143-318.11(7); Article 5 of the Bylaws, Section 4 (7). The motion was seconded by Kim. All approved.

Brittany McAllister left the call for the closed meeting at 9:50 a.m.

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

#### **Review of LN Applications:**

**Applicant Florio** – Charla recapped the status of Dr. Florio's application, that outside counsel had been consulted regarding the application. Discussion ensued regarding the many concerns noted from Dr. Florio's application.

Dr. Sen joined the call at 10:10am

**Applicant Davis** – Charla recapped the status of Ms. Davis's application & the Board discussed the recommendation of the Education Committee.

#### **Investigation Report** – Charla Burill

The Investigation report was shared electronically prior to the meeting. Charla recapped the report as presented. No actions were suggested.

Kim motioned to reopen the meeting. Amanda seconded the motion. All approved. Charla alerted Brittany that the meeting had reopened.

Brittany McAllister rejoined the call at 11:20 am.

Kim motioned that for Applicant Florio, in light of very little documentation, time elapsed since supervised practice, and inconsistencies in the interview recall, that the Board offer applicant Florio two choices: to withdraw her application, or complete a 1,000 hour supervised practice experience. Dr. Sen seconded the motion. All approved.

Analia motioned, in regards to Applicant Davis, that the Board deem 264 hours of her supervised practice unacceptable, and due to total submission hours of 1004, require Ms. Davis to redo 260 hours of supervised practice. Dr. Sen seconded the motion. All approved.

The Investigation committee noted no actions need approval at this time, thus the investigation committee report is accepted as presented.

The Board took a break from 11:25-11:35 am

*On phone upon return from break: Dr. Sen, Analia, and Brittany McAllister*

### **Executive Director's Report, Con't.** – Charla Burill

**Board Positions** – Charla indicated that in reply to her request for Board member positions, she had heard desires from several people. Shelia expressed a desire to continue as Chair, noting issues being dealt with and for continuity’s sake through Charla’s maternity leave, Kim would like to continue as Treasurer, Amanda expressed she was content with her work on the Education Committee, and as noted previously, Kayla, although not present at today’s meeting, would be coming off the Board, leaving the Vice Chair position vacant. Christina, although not present at today’s meeting, also requested to vacate the position of Secretary. The Board discussed the options available to fill the Vice Chair and Secretary positions, and the following slate was motioned by Amanda:

**Chair – Shelia Garner Link, RD, LDN**

**Vice Chair – Dr. Ananya Sen**

**Secretary – Analia Camarasa, CNS, LN**

**Treasurer – Kim Iles, RD, LDN**

All approved.

**Controller’s Report** – This has been completed by Charla and Kim and the confirmation letter will be submitted this week.

**Audit Report** – The auditor was in the office on 7/11/19. All went well and Charla hopes to have the final audit in hand before her maternity leave.

**RRC Meeting** – The Proposed Rules will go before the RRC on 7/18/19. Charla and Kim will be present, as well as Henry Jones.

Charla noted her concerns regarding what may be challenged at the meeting. The Board discussed the various outcomes this could take. Kim clarified that if the RRC receives just 10 letters of objections to any one rule, that rule will NOT be approved. Henry has advised that if that occurs, the Board cannot confidently review any further Category F applicants until it is resolved, and it may take up to a year, per the legislative process. Charla confirmed that that was the legal advice she had been given.

Kim and Shelia commented that if a delay in processing or accepting applications for Category F occurs due to rule objections that the website clearly reflect why this occurred.

Charla will send the livestream link to the Board before the RRC meeting so that others may view/listen as able. Charla further detailed the hot topics she anticipates, and clarified the Board’s positions on each. Shelia appreciated this explanation and the whole Board expressed support for the intention of the Rules and how Charla has prepared her explanations as such.

**Maternity Leave** – Charla recapped her leave intentions. She anticipates working up until she goes in for delivery. The first four weeks of leave are paid for by Board policy. The next four weeks Charla will use her sick/vacation time, and then the last four weeks she anticipates working part-time and continuing to use sick/vacation time to make up the difference. While Marnie is working to cover Charla’s position, Charla asks that point people be assigned to assist with questions.

Shelia – First point of contact; all things related to Rules/etc.

Education – Amanda or Christina

Financial - Kim

**Investment Advisor** – The Board heard presentations from Wells Fargo (incumbent) and PNC Bank regarding the holding of the Board’s investments at its June meeting. The Board discussed the pros and

cons of each presentation; however, due to Charla's maternity leave, a final decision on whether to switch firms will be delayed. In the meantime, Kim motioned to move \$100K from the cash sweep account to be reinvested in laddered CD's through current provider Wells Fargo. Amanda seconded the motion. All approved. Additionally, Shelia asked Kim to look into other investment companies or options. The Board will revisit this topic in the fall.

**Unfinished Business** – Charla Burill

- **Form A-3** - Charla noted there is no point in trying to revise this form until the Rules are clear. Tabled issue.
- **Student Handout** – Charla noted this has been sent out to all ACEND accredited programs in NC; however, she is keeping it on our list in order to ensure a webinar type experience is developed and placed on our website.
- **Lease** – The state has approved the lease for the office space; Charla is awaiting final signatures and final copy.
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**New Business** – Charla Burill

- **D&O policy** – Charla has received the renewal quote and it comes in approx. \$354 higher than budgeted. The insurance agent claims it is the market fluctuation for this type of policy due to the climate of litigation amongst licensure boards. Kim as Treasurer will need to sign the check to bond the policy.
- Shelia reminded everyone there is no August meeting scheduled; however there may be electronic business to review and to please stay in communication.

Kim made a motion to adjourn the meeting at 12:54 p.m. Amanda seconded the motion. All Approved.