

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

MINUTES: July 16, 2018

Board Members Present: Kim Iles, Shelia Garner Link, Maurene Rickards (via conference call), Kayla Saunders, Cathie Ostrowski, Christina Wilson, Analia Camarasa

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Robyn Smith-Brown (Consumer Protection Liaison to AND) and Judy Stone (Legislative Liaison for BCNS) - *Both via Conference Call*

Call to Order – Shelia Garner Link (Per the Bylaws, Shelia, as present Secretary led the meeting in place of the Chair and Vice Chair who have been replaced by new appointees.)

The meeting was called to order at 9:34 a.m. A quorum was present. Shelia asked the Board if there were any conflicts of interest. None declared.

Charla Burill read aloud the State Ethics letter regarding Conflicts of Interest, as two new Board members had joined the Board as of the July 2018 meeting.

The Board welcomed Christina Wilson, CNS and Analia Camarasa, CNS as new Board members filling the Licensed Nutritionist seats, which were introduced to the Board's composition due to the passage of HB 357 in June 2018. Board members and staff went around the table to make introductions.

Shelia asked the Board if there were any changes to the agenda. None declared. The agenda was adopted unanimously.

Secretary's Report – Shelia Garner Link

The June 2018 minutes were reviewed electronically prior to the meeting. Kim Iles motioned to approve the June 2018 Minutes as reviewed electronically. Cathie Ostrowski seconded the motion. Shelia asked if there was any discussion on the motion. None declared. All approved.

Treasurer Report – Cathie Ostrowski

The Cash Flow Report, Budget Report, Savings Report, and Investment Report for June 2018 were reviewed electronically prior to the meeting. Cathie reviewed highlights from the reports and asked if there were any questions or feedback. Kayla Saunders motioned to approve the financial reports as presented. Kim seconded the motion. Shelia 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 June 18, 2018, there have been twenty-nine new licensees, three new Provisional licensees, one licensee has gone Inactive, and seven licensees have relinquished. The total number of Active licensees is 2,997 and eleven Provisional licensees.
- Note, there were currently twenty-nine applications waiting in queue; nineteen of which were waiting due to new background check requirement.
- Marnie Jones reviewed the current development of a new online LN credential application as well as development of the background check integration with the database vendor. Both have “interim” solutions in place, and more detailed processes are being developed. In the meantime, Marnie and Charla have been working to develop and finalize offline versions of the forms for LN’s to begin working on applications for licensure. The forms will be reviewed in today’s meeting.

Executive Director’s Report – Charla Burill

- **Board Positions** – Charla sent out the Bylaws to the Board for review prior to the meeting in order for all to review position descriptions. Due to Board position changes as required under the Bylaws, and the requirement of the Chair to have been serving for at least six months, Shelia Garner Link had agreed to serve as Chair. Charla described the duties of the other positions to the Board and asked if there was any interest in each position. Kayla volunteered to serve as Vice Chair, and Kim volunteered to serve as Treasurer. Christina agreed to serve as Secretary until the onboarding of the additional new Board members anticipated later this year. At that time, she would like to offer the position to be reviewed/refilled. Shelia read the slate of officers aloud as:
 - **Shelia Garner Link – Chair**
 - **Kayla Saunders – Vice Chair**
 - **Kim Iles – Treasurer**
 - **Christina Wilson – Secretary**
 - Cathie made a motion to accept the slate as presented. Kayla seconded the motion. All approved.
- **Committees** – Charla reviewed the current committees as well as suggestions for future committees and where members could serve. The following recommendations were put forth and agreed upon by the participating members present:
 - HR Committee
 - Shelia Garner Link
 - Kayla Saunders
 - Kim Iles
 - Category C & E Committee
 - LN (Cat. F & G) Applicant Committee
 - Cathie Ostrowski, until replaced by Education Member - TBD
 - Christina Wilson
 - Investigation/Complaint Committee
 - Kayla Saunders
 - Analia Camarasa
 - Kim Iles
 - Rules/Regulatory Committee
 - Analia Camarasa
 - Shelia Garner Link
 - Physician Member –TBD

- **Background Checks** –Charla received legal direction from General Counsel Henry Jones advising that the criminal background check (CBC) requirement apply to new applicants who submitted applications on or after July 1st, not to existing applicants who had submitted an application prior to July 1st, but had not gotten fully licensed. Also, Provisional licensees, licensed prior to July 1st would not be subject to the background check requirement if they upgrade their license after July 1st, as they would have already been licensees prior to July 1st, and thus not “new applicants.” The Board still awaits final direction from SBI/FBI on how to implement the CBC for applicants.
- **LN Application Forms Review** – Charla and Marnie had been working through the LN application forms with input from Judy Stone. Judy had raised a few concerns to discuss. The forms had been sent out to the entire Board prior to the Board meeting.
 - The question was raised whether the fee structure for LN applicants should mirror the Category C process (as Category C also represents a pathway that is not licensure by endorsement, but rather, requires Board review of one’s academic program and supervised practice) or, rather should be modeled after the Category A fee structure. The Board discussed that while there will be review required, the hope is that the review would not be as intensive as for a Category C applicant, and will get more streamlined as time goes on. This raised the question about whether the review fee is burdensome for even Cat C applicants. Thus, after discussion, the Board agreed to remove the review of program training fees currently charged to Cat C applicants, as well as move forward with a straightforward fee for LN’s of \$175 (\$50 app fee + \$125 issuance fee). PLN’s will be \$85, the same as PLDN’s.
 - The Board agreed to change the Category B “PLN” letter to something different.
 - The Board agreed to include the word “Optional” next to the area asking about Primary Area of Practice. This information is used for state reporting and demographic reporting.
 - The Board agreed to add a blurb of text indicating that if the forms requested to provide proof of supervised practice experience were not sufficient, the Board may ask for additional documentation.
- It was discussed further that the current forms, with changes noted above, could be used to license the current two new Board members and be refined with any feedback the LN members may have, before being released to the public.
- Kim motioned to approve the use of the LN application forms with the above noted changes. Kayla seconded the motion. All approved.

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

- **Military Applicant Policy under §93B-15.1** – Charla consulted with multiple other health occupational licensure boards, and upon review, noted that many boards find the language in the law difficult to implement for health professionals who are often civilian trained. Thus, some boards seem to be aligning implementation with the intent of the law, rather than the specific language. Charla wrote a draft policy providing that going forward, so long as one can demonstrate that he/she has been granted a military occupational specialty as a dietitian/nutritionist, one may meet the requirements for the initial fee waiver. The policy was presented to the Board for approval. Cathie motioned to approve the Military Applicant policy and Kayla seconded the motion. No further discussion was requested. All approved.
- **Rule Changes** – A Committee will be set up to work through the Rules now that HB357 has passed. Charla will work with interested parties and the Committee to present a draft of proposed changes to the Board.
- **Legislative Changes** – SB 725, which would have implemented audit changes to all Boards, along with other significant changes, did not pass in the recent session.
- **2018-2019 Budget** – The budget, adopted in our June 2018 meeting required a small technical change that Charla made to the life insurance deduction amount +/- \$.03.

- **Controller's report** – Charla will now work with new treasurer to complete this report before the end of July. Cathie will provide support as outgoing Treasurer as needed.
- **Annual Audit** – Charla has scheduled our Audit with Shelton Hawley's firm for August 14th.
- **Office Lease** – The State Property office has not gotten back to Charla with approval of our 2018-2019 office lease. Our landlord has allowed us to continue month to month at our current rate (without the annual rate increase).

Unfinished Business – Shelia Garner Link

- N/A

New Business – Shelia Garner Link

- The August meeting may prove difficult to have full attendance. Marnie will send out a Doodle Poll to nail down the best date in August to ensure a quorum. The Board recognizes that August may be a busy month for reviewing new LN applicants and wants to ensure as much attendance as possible.

Kayla 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). Kim seconded the motion. Shelia 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).

Both Robyn Smith Brown and Judy Stone left the conference call line. Maurene Rickards remained.

Investigation Committee Report – Charla Burill

- Reviewed the Investigation Committee Report for actions taken.
- Cathie motioned to reopen the meeting. No discussion regarding the motion. Kayla seconded the motion; all approved.

Christina motioned to ratify the actions of the Complaint/Investigation Committee; no discussion regarding the motion. All approved ratifying the actions of the Complaint/Investigation Committee.

Cathie motioned to adjourn the meeting at 12:15 p.m. Christina seconded the motion; All approved.