

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

MINUTES: June 18, 2018

Board Members Present: Kim Iles, Shelia Garner Link, Maurene Rickards, Kayla Saunders, Cathie Ostrowski

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

*Absent:* Shaynee Roper, Helene Edwards

**Call to Order** – Shelia Garner Link (For Shaynee Roper)

The meeting was called to order at 9:56 a.m. A quorum was present. Shelia asked the Board if there were any conflicts of interest. None declared.

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 May 2018 minutes were reviewed electronically prior to the meeting, as were the February 2018 minutes which required a date edit. Kim Iles motioned to accept the date change to the February 2018 minutes. Kayla Saunders seconded the motion. All approved the edit to the February 2018 minutes. Charla asked the Board, if going forward, paper can be conserved by not printing out the minutes for the Board meeting since they are reviewed electronically. The Board agreed. Shelia asked if there were any changes to the May 2018 minutes as presented. None declared. Kayla motioned to approve the May 2018 Minutes as presented. Maurene Rickards 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 May 2018 were reviewed electronically prior to the meeting. Cathie reviewed highlights from the reports and asked if there were any questions or feedback. Maurene 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 May 21, 2018, there have been thirty-one new licensees, seven new Provisional licensees, zero licensees have gone Inactive, and nine licensees relinquished. The total number of Active licensees is 2,968 and twelve Provisional licensees.
- The Lapsed licensee letters to home and work addresses were mailed out the first week in June and several have been returned by the USPS and re-mailed.
- As of this Board meeting, 49 licensees remain expired.

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

- **HB 357** – Charla reported that the bill to Modernize the Dietetics Practice Act passed late night on Thursday, June 14, 2018. It will take a lot of administrative effort to implement the new provisions in the bill, including background checks for all new licensees, the new LN credential, as well as new direction on unlicensed persons and exemptions. The next steps are to prepare administratively, work with the appropriate offices to appoint new Board members, and begin developing rules. Charla indicated we will likely need to develop a new committee to review LN applications, and discuss Board position changes and committee changes at the July meeting. Judy Stone provided names of LN candidates who would be a good fit for the Board and those names have been submitted for review.
  - At this point, it was discussed that Shaynee Roper, Helene Edwards, Cathie Ostrowski, and Maurene Rickards will come off the Board once appointments have been made to replace them.
  - Charla awaits further direction from SBI on how exactly to implement the background check process. IT will be informed that we anticipate application approval time to increase as a result of having to wait for SBI results.
  - Pepin with A.N.D. called to congratulate North Carolina on passage and express support for the collaborative effort.
  - Since the Chair position requires someone who has served for 6 months or longer, Shelia Garner Link was asked about her willingness to serve as Chair and agreed to serve if needed. Additional positions will be clarified once new members are appointed.
- **Office Lease** – Charla reported that she still has not heard from the Office of State Property regarding finalizing the lease. Our office lease has technically expired, but the current landlord is working to allow us to go month to month until it is approved.
- **Investments** – Joe Bryan, our Wells Fargo advisor, contacted Charla to discuss the two CD's that came due and discuss reinvestment. They agreed to continue the laddered portfolio strategy, allowing for some accessibility to funds should they be needed, and maintaining a low-risk investment strategy to protect licensure funds.

### **Unfinished Business** – Charla Burill

- N/A

### **New Business** – Charla Burill

- Charla reminded the Board that the Controller's Report will be due at the end of July. Cathie indicated she will make herself accessible to go through it with Charla even if there is not a new treasurer in place.
- The D&O policy application has been received and will be due in August.

Shelia motioned to close the Board meeting for discussion regarding employee reviews, pursuant to Chapter 143, Article 33C, §143-318.11(6); Article 5 of the Bylaws, Section 4 (6). Cathie seconded the motion. All approved closing the meeting; Charla and Marnie left the room.

The HR Committee Report was reviewed and approved. See Committee Report for details.

Charla and Marnie returned to the Board room. Kim motioned to reopen the meeting to discuss the proposed 2018-2019 budget. Kayla seconded the motion; all approved.

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

- Charla walked the Board through the proposed budget which includes costs related to implementation of the new LN credential, including systemic and administrative changes, as well as any expected income from new applicants.
- Charla has set the renewal growth at approx. 120 per the formula she has used in the past. She noted that if SB735 were to pass, the costs for our annual Audit would likely go up sharply. Subscription services charges are for Adobe Pro software, QuickBooks update, and CLEAR association dues.
- Charla noted a discrepancy which she will fix in the final budget; The \$280 shown in June will change to \$30. The \$250 for CLEAR dues appears to be duplicative in another month.

HR Committee Report: Shelia indicated that we should go back and discuss the HR report results with staff. Shelia stated that the Board agreed to ratify the actions proposed by the HR committee which were to offer 5% raises for the current year to the staff positions for Charla and Marnie, as well as implement a policy that clarifies the scale of raises achievable going forward. The policy was distributed and will be attached to the minutes and will appear in the handbook.

Marnie raised the concern of review timing. Currently review periods run from April 1 to March 31 annually; however, review documents and defined goals to achieve are not approved until well into the summer, not allowing the full year to be able to work on the goals that are defined. Charla and the Board acknowledge this and will work to approve at least the goals in a more timely fashion.

*Proposed Budget discussion continued...*

- Charla reminded the Board the accrued, untaken vacation time will show as a liability in the audit.
- Charla noted she allowed for \$1000 in October for potential Strategic Planning costs, as our current five-year Strategic Plan expired in 2017.

Kim motioned to approve the proposed 2018-2019 budget with the noted amendment to the \$280 in June; Kayla seconded the motion. All approved.

Kim 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). Maurene 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).

**Investigation Committee Report** – Charla Burill

- Reviewed the Investigation Committee Report for actions taken.
- The Board agreed to continue to seek advice from General Counsel, Henry Jones for the ongoing licensee matter regarding misrepresentation in a renewal application.
- Maurene motioned to reopen the meeting. No discussion regarding the motion. Kayla seconded the motion; all approved.

Kim 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 12:34 p.m. Kayla seconded the motion; All approved.