

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: June 9, 2021

Board Members Present: Christina Wilson, Analia Camarasa, Ananya Sen, Patricia Pitts, Amy Beros

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Traci Hobson, *ANA representative*, Cindy Schwalb, Nancy Ruberto-Beachler

*Absent:* Christie Nicholson, Amanda Holliday

**Call to Order** – Dr. Ananya Sen

The meeting was called to order at 9:14 a.m. Dr. Sen read the following information for the Board, regarding holding electronic Board meetings.

Session Law 2020-3, entitled “An Act to Provide Aid to North Carolinians in Response to the Coronavirus Disease 2019 (Covid-19) Crisis,” sets forth, among other things, changes to the way boards may conduct meetings through simultaneous electronic means during the declaration of emergency. These changes will remain in effect until the declaration of emergency ends.

Since the Board has fully transitioned its operations to a virtual workspace, to ensure that the Board is complying with these new requirements and using best practices when meeting, please take note of the following guidelines:

1. Board members must identify themselves by name prior to speaking at any time during the meeting.
2. The Board Chair shall conduct all votes during the meeting by roll call; each voting Board member must identify himself or herself by name before casting a vote.
3. All documents to be reviewed by the Board will be distributed by electronic means in advance of the meeting.
4. Board members must announce themselves when joining or exiting the remote meeting because Board staff must accurately reflect attendance in the minutes and because the Board must maintain a quorum of participating members throughout the remote meeting.
5. All electronic chats, instant messages, texts, emails, etc. between Board members during the remote meeting are public records and must be provided to the Board’s Executive Director, as the Board’s custodian of records, at the conclusion of the remote meeting.
6. Please be mindful of your surroundings and background noise while participating in the remote meeting. When not speaking, please place your microphone on mute; and

7. Members of the public will be provided with the opportunity to watch or listen to open sessions of the remote meetings. However, Board members may continue to make motions to enter closed session, as allowed by law, to which members of the public will not have access.

To ensure a quorum, Dr. Sen asked members to recognize their presence when their name is read:

1. Amanda Holliday
2. Amy Beros – “Here”
3. Analia Camarasa – “Here”
4. Christie Nicholson
5. Christina Wilson – “Here”
6. Patricia Pitts – “Here”
7. And I, Dr. Sen, am present.

Dr. Sen declared there was a quorum. Dr. Sen also asked if there were any existing conflicts. Hearing none, Patricia made a motion to approve the agenda as presented. Amy Beros Seconded the motion. Roll call to approve motion: Amy – Yes, Analia – Yes, Christina – Yes, Patricia – Yes, and Dr. Sen – Yes.

**Secretary’s Report** –Analia Camarasa

The April 2021 open and closed minutes were reviewed electronically prior to the meeting, as were the March 2021 and May 2021 Rules Committee Meeting Minutes. Christina motioned to approve the minutes as presented; Patricia seconded the motion. Dr. Sen asked if there was any discussion on the motion. Roll call to approve motion: Amy – Yes, Analia – Yes, Christina – Yes, Patricia – Yes, and Dr. Sen – Yes.

**Financial Report** – Amy Beros

The April and May 2021 Cash Flow reports, Budget reports, Investment reports and Savings reports were shared with the Board for review electronically prior to the meeting. Amy noted a few areas where the NCBDN was ahead in the May reports thus far in the year. Analia motioned to approve the financial reports as presented. Christina seconded the motion. Roll call to approve motion: Amy – Yes, Analia – Yes, Christina – Yes, Patricia – Yes, and Dr. Sen – Yes.

**Public Comment** – Dr. Sen

None raised.

**Administrative Report** – Marnie Jones

Marnie reported the total active licensee count at 3,364. Additionally, there are five Provisional licensees. Since the last administrative numbers report given on April 14, 2021, there had been sixty-five new licensees, and four new provisional licenses issued. Also, since the April 14, 2021 meeting report, zero licensees had gone inactive, and eleven licensees had relinquished. Late renewal (without late fee) closed on May 31, 2021. Lapsed letters to home and last known employer addresses were mailed out the first week in June. Seventy-six licensees remain Lapsed.

Marnie discussed with the Board the upcoming meeting dates scheduled for July 14, 2021 and August 11, 2021. Charla asked if the 25<sup>th</sup> of August could be a date that worked for the Board to move the August meeting. Marnie will email Amanda and Christie to find out if this would work for them before changing the date.

**Executive Director Report** – Charla Burill

Amy 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 applications**, pursuant to Article 33C of Chapter 143, §143-318.18(6) and Article 5 of the Bylaws, Section 4 (8). In addition, the Board will also close the meeting for discussion of **employee reviews**

pursuant to Article 33C of Chapter 143, §143-318.11(6), Article 5 of the Bylaws, Section 4 (6). Patricia seconded the motion. Roll call to approve motion: Amy – Yes, Analia – Yes, Christina – Yes, Patricia – Yes, and Dr. Sen – Yes.

Marnie moved Traci Hobson, Cindy Schwalb, and Nancy Ruberto-Beachler to the waiting room to close the electronic meeting.

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

The Board reviewed one applicant, current open complaints, and employee reviews.

XX motioned to reopen the call. XX seconded the motion. Roll call to approve motion: Amy –, Analia –, Christina –, Patricia –, and Dr. Sen –.

Amy moved Marnie and Charla back into the open meeting.

Marnie moved Nancy Ruberto-Beachler and Cindy Schwalb back into the open meeting.

#### **Executive Report, Continued...** - Charla Burill

Actions related to closed session:

1. Amy motioned to ratify the electronic approval of the Yaeger cautionary letter, the Board's electronic approval to continue the waiver of licensure requirements pursuant to the Governor's extension of emergency conditions in EO 211, and the electronic approval to renew Ms. Abby North's license in light of the complaint against her filed with the Medical Board, which has since been dismissed. Analia seconded the motion. No further discussion. Roll call to approve motion: Amy – Yes, Analia – Yes, Christina – Yes, Patricia – Yes, and Dr. Sen – Yes.
2. Analia motioned that based on application review and subsequent discussion regarding reciprocity and review of Maryland law the Board has made a determination that under NCGS 90-360, in the Board's opinion, the requirements for licensure in Maryland are not substantially the same as the requirements in North Carolina. Christina seconded the motion. No further discussion. Roll call to approve motion: Amy – Yes, Analia – Yes, Christina – Yes, Patricia – Yes, and Dr. Sen – Yes.
3. Christina motioned to issue licensee Ford a cautionary letter addressing the use of scientific evidence-based practice. Amy seconded the motion. NO further discussion. Roll call to approve motion: Amy – Yes, Analia – Yes, Christina – Yes, Patricia – Yes, and Dr. Sen – Yes.
4. Amy motioned that the HR committee proposes a 3% salary increase for both Charla and Marnie. Patricia seconded the motion. No further discussion. Roll call to approve motion: Amy – Yes, Analia – Yes, Christina – Yes, Patricia – Yes, and Dr. Sen – Yes.

Amy Beros reviewed the draft performance review policy with the Board that the HR committee has been working on. She will further put it out to the Board for comment and work to have final for adoption at the July meeting.

Charla took the Board through the draft 2021-2022 budget, noting that all highlighted lines presented are affected by the salary increases just granted. Charla will fill those in before final adoption. Charla reviewed all the line items, calling out areas that may increase or decrease over the coming year and why they were budgeted as they were. Noting a higher than normal D&O policy premium, and a somewhat unknown legal fees line item.

Amy Beros left the meeting at 12 noon.

Analia motioned to approve the draft budget, with amendments noted for 3% salary increases for staff. Christina seconded the motion. Roll call to approve motion: Analia – Yes, Christina – Yes, Patricia – Yes, and Dr. Sen – Yes.

***Board Positions – Charla Burill***

Charla noted that since we only have four members on the call, and while it is a quorum, discussion of Board positions warrants more participation. We will aim to have a slate for voting on positions ready for the July meeting, thus, Charla asked that the Board members contact her via email to note their interest in serving in different (or the same) roles. Charla noted that new officers will take their positions at the end of the July meeting.

Amy Beros returned to the electronic meeting at 12:11 p.m.

***Guideline B*** - Charla noted she has started editing Guideline B to include guidance language for social media use and will have it ready to review more in depth for July's meeting.

***Legal Questions*** – Charla noted that further discussion of changing the Legal questions on the application would be tabled until the July meeting. There is no urgency for this as it pertains to renewal, starting in January.

**Unfinished Business** – Dr. Sen

- N/A

**New Business** – Dr. Sen

- N/A

**Public Comment** - Dr. Sen

- N/A

Analia motioned to adjourn the meeting at 12:16 p.m. and Patricia seconded the motion. Roll call to approve motion: Amy – Yes, Analia – Yes, Christina – Yes, Patricia – Yes, and Dr. Sen – Yes.