

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, 2023

Board Members: Amanda Holliday, Ananya Sen, Sarah Thomas, Maggie King
Patricia Pitts

Staff: Laryssa Smith, *Executive Director*, Marnie Jones, *Board Administrator*

Guest(s): Henry Jones & Weldon Jones, *NCBDN General Counsel*

Absent: Analia Camarasa, Christie Nicholson, Patricia Pitts

Call to Order – Amanda Holliday

The meeting was called to order at 9:06 a.m. A quorum was present. Amanda asked if there were any existing conflicts. No conflicts raised.

Amanda reminded the Board to abide by the Electronic Meeting Policy when participating in Board meetings. The agenda was sent out to the Board electronically for review. Dr. Sen made a motion to approve the agenda as presented. Sarah seconded the motion. Roll call to approve agenda:

- Dr. Sen – Approve (& present)
- Maggie – Approve (& present)
- Sarah – Approve (& present)
- Amanda - Approve (& present)

Secretary's Report – Amanda Holliday (for Patricia Pitts)

The HR committee minutes from May 2023, and the regular May 2023 meeting minutes (open & closed) were provided for electronic review prior to the meeting. Dr. Sen motioned to approve the minutes presented. Sarah seconded the motion. Amanda asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Dr. Sen – Yes, Sarah – Yes, Maggie – Yes, Amanda – Yes.

Treasurer's Report – Amanda Holliday (for Christie Nicholson)

The May 2023 Cash Flow report, Budget report, Investment report, and Savings report were not yet available for review since the June meeting date had been moved up to an earlier date before all monthly statement could be reconciled. Amanda noted that the Board will review and discuss the Final FY 23-24 budget later in this meeting. Laryssa noted there is a CD that is maturing in July, and asked for direction on whether the Board would like to let that auto-renew. Rates of return are good currently, and all agreed to let the CD renew.

Public Comment – Amanda Holliday

-N/A

Administrator Report – Marnie Jones

Marnie reported the total active licensee count at 3,930. Additionally, there were 7 Provisional licensees. Since the last administrative numbers report given on May 19, 2023, there had been fifty-two new licensees, zero licensees had gone inactive, and fourteen licensees had relinquished.

Marnie noted that sixty-five Lapsed Letters were sent on June 2nd to last known home and work addresses. Of those returned, if a forwarding address was given, it has been forwarded to the new address in hopes these lapsed licensees will inform the Board of their status.

Closed Session

Sarah motioned to close the meeting for discussion regarding **legal consultation**, pursuant to Article 33C of Chapter 143, §143-318.11(3); Article 5 of the Bylaws, Section 4 (3), as well as closure for the **discussion of applications**, pursuant to Article 33C of Chapter 143, §143-318.18(6) and Article 5 of the Bylaws, Section 4 (8). In addition, closure for **Investigations**, pursuant to Article 33C of Chapter 143, §143-318.11(7); Article 5 of the Bylaws, Section 4 (7). Dr. Sen seconded the motion. No further discussion. Roll call to approve motion: Dr. Sen – Yes, Sarah – Yes, Maggie – Yes, Amanda – Yes.

- There were no members of the public to move to the waiting room.

Legal Consultation – Henry Jones and Weldon Jones

- Counsel provided an update on the process at this point for the Final Agency Decision issued by the NCBDN on May 19, 2023.
- The Board provided an update on the progress for completing the remaining pending record requests.
- Henry provided an update on HB557.
- Amanda reviewed the guidance provided by counsel and resulting draft letter in the KThomas matter. It has been provided for Board review.

Investigations Update

Please see the Investigation report for full details.

- The Board discussed their concerns with the lack of forthcoming information regarding case LIDG-WQH3TK. It will remain on hold until more information can be obtained.

Dr. Sen motioned to reopen the meeting at 10:32 a.m. Sarah seconded the motion. No discussion. Roll call for approval: Dr. Sen – Yes, Sarah – Yes, Maggie – Yes, Amanda – Yes.

- There were no members of the public waiting to reenter.

Open Session - Amanda Holliday

Actions related to closed session:

1. Sarah motioned to approve and send the draft letter for KThomas. Dr. Sen seconded the motion. No discussion. Roll call for approval: Dr. Sen – Yes, Sarah – Yes, Maggie – Yes, Amanda – Yes.

Final Budget Review – Laryssa Smith

Laryssa indicated there was an addition to the FY 2023-2024 of a new line item to capture technology costs related to public records requests. In addition, the Board discussed the surplus income from the fee increase and how best to reserve this for self-insuring purposes. The Board agreed a mid-year assessment of where that balance is at will be a time to reevaluate. Dr. Sen motioned to approve the FY 23/24 budget as presented,

with a mid-year review. Sarah seconded the motion. No discussion. Roll call for approval: Dr. Sen – Yes, Sarah – Yes, Maggie – Yes, Amanda – Yes.

Ratification – Laryssa Smith

Sarah motioned to ratify the unanimous approval done electronically to waive the late fee for licensee Kolbash. Dr. Sen seconded the motion. No discussion. Roll call for approval: Dr. Sen – Yes, Sarah – Yes, Maggie – Yes, Amanda – Yes.

Unfinished/New Business - Amanda Holliday

- Amanda noted this will be Dr. Sen’s last official meeting as the Board waits for her replacement to be named. All thanked Dr. Sen for her commitment and service.
- Board Positions – The Board discussed the potential slate for the July meeting. Proposed are:
 - o Amanda – Chair
 - o Sarah – Vice Chair
 - o Christie – Treasurer
 - o Patricia – Secretary
- A reminder to Christie that her Ethics training has expired and must be updated as soon as possible. Maggie’s Ethics training must be done by 9/30/2023.

Public Comment – Amanda Holliday

- N/A

Dr. Sen motioned to adjourn the meeting at 10:52 a.m. Sarah seconded the motion. No further discussion. Roll call for approval: Dr. Sen – Yes, Sarah – Yes, Maggie – Yes, Amanda – Yes.