

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: May 19, 2023

Board Members: Amanda Holliday, Analia Camarasa, Ananya Sen, Sarah Thomas, Patricia Pitts

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

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

*Absent:* Christie Nicholson, Maggie King

**Call to Order** – Amanda Holliday

The meeting was called to order at 9:05 a.m. A quorum was present. Amanda asked if there were any existing conflicts. No conflicts raised. Note, the standard conflict of interest letter for new Board member Maggie King was read aloud for all Board members. In summary, the State Ethics Committee evaluated Ms. King’s SEI and reported, **“We did not find an actual conflict of interest but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.”**

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:

- Analia – Approve (& present)
- Dr. Sen – Approve (& present)
- Patricia – 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 Education committee minutes from April 2023 as well as the regular April 2023 meeting minutes (open & closed) were provided for electronic review prior to the meeting. Dr. Sen motioned to approve the minutes presented. Analia seconded the motion. Amanda asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Sen – Yes, Patricia – Yes, Sarah – Yes, Amanda – Yes.

**Treasurer’s Report** – Amanda Holliday (for Christie Nicholson)

The April 2023 Cash Flow report, Budget report, Investment report, and Savings report were shared with the Board for review electronically prior to the meeting. Amanda noted that the draft budget for FY 2023-2024 was also provided for initial review, and the Board will plan to vote on that in the June meeting. Dr.

Sen motioned to approve the financial reports as presented. Patricia seconded the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Sen – Yes, Patricia – Yes, Sarah – Yes, Amanda – Yes.

- Weldon Jones joined the meeting at 9:13 a.m.

**Public Comment** – Amanda Holliday

-N/A

**Administrator Report** – Marnie Jones

Marnie reported the total active licensee count at 3,871. Additionally, there were 5 Provisional licensees. Since the last administrative numbers report given on April 21, 2023, there had been twenty-seven new licensees, zero licensees had gone inactive, and seven licensees had relinquished.

Marnie noted that 85 licensees are left Expired from the recent renewal season. Reminder emails will go out through the rest of May, and then their license will Lapse on June 1, 2023. Letters will be sent to their last known home and work addresses.

Marnie led the Board to set the next set of regularly schedule Board meeting dates. The dates were set as:

- June 9, 2023
- July 21, 2023
- August 18, 2023
- September 8, 2023
- October 27, 2023
- November 17, 2023
- December 15, 2023

**Closed Session**

Dr. Sen 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). Analia seconded the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Sen – Yes, Patricia – Yes, Sarah – Yes, Amanda – Yes.

- The meeting was closed at 9:21 a.m. There were no members of the public to move to the waiting room.

**Legal Consultation** – Henry Jones and Weldon Jones

- **Administrative Hearing** – Henry detailed the final steps of the Administrative Hearing process for the Board. The Final Agency Decision (FAD) document was provided for Board review prior to this meeting.
- **Legal review** – Henry and Weldon provided their legal advisement regarding the multiple records requests the Board has been experiencing.
- **Complaint process** – Weldon gave an update on the interview done with the attorney representing respondent in Public Case 2023-0199.

**Applications** – Amanda Holliday

Applicant Nilan was reviewed by the Education Committee. The Board was provided with her application materials for review prior to this meeting.

- Patricia left the meeting at 10:48 a.m.

### **Investigation Report** – Laryssa Smith

Please see the Investigation report for full details.

- Prisoner communication will be done through the prison system’s new tool called “TextBehind.com.” Dr. Sen educated the Board further on how the system works and the struggles to communicate with inmates as they are transferred to different facilities.

Sarah motioned to reopen the meeting at 11 a.m. Analia seconded the motion. No discussion. Roll call for approval: Analia – Yes, Dr. Sen – Yes, Sarah – Yes, Amanda – Yes.

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

### **Open Session - Amanda Holliday**

Actions related to closed session:

1. Dr. Sen motioned to approval the final agency decision document in the case of Nancy Ruberto-Beachler vs. the NCBDN as presented. Sarah seconded the motion. No discussion. Roll call to approve: Analia – Yes, Dr. Sen – Yes, Sarah – Yes, Amanda – Yes.
2. Sarah motioned to approve the application for Ms. Nilan. Dr. Sen seconded the motion. No discussion. Roll call to approve: Analia – Yes, Dr. Sen – Yes, Sarah – Yes, Amanda – Yes.
3. Sarah motioned to approve the application of MARA-EDFUFP and approval of the Letter of Caution presented electronically. Dr. Sen seconded the motion. No discussion. Roll call to approve: Analia – Yes, Dr. Sen – Yes, Sarah – Yes, Amanda – Yes.
4. Analia motioned to proceed with application for TOMA-SHRZUC and approval of Letter of Caution as presented electronically. Dr. Sen seconded the motion. No discussion. Roll call to approve: Analia – Yes, Dr. Sen – Yes, Sarah – Yes, Amanda – Yes.

### **Draft Budget Review** – Laryssa Smith

Laryssa walked the Board through the proposed draft budget for FY 2023-2024 which has been being worked on by Laryssa, Amanda and Marnie. It has been shared with Christie for review. Please send any comments or concerns to Laryssa before June 2<sup>nd</sup> so that they may be addressed in time for the June 9<sup>th</sup> Board meeting. Laryssa noted that some line item names have changed to capture new costs as necessary. The Board needs to determine how to move forward with the surplus intended to self- insure.

### **Unfinished/New Business -** Amanda Holliday

- 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 11:12 a.m. Sarah seconded the motion. No further discussion. Roll call to approve: Analia – Yes, Dr. Sen – yes, Sarah – yes, Maggie – Yes, Amanda – yes.