

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

MINUTES: November 20, 2019

Board Members Present: Shelia Garner Link, Kim Iles, Amy Beros  
*Present Via Conference Call:* Christina Wilson, Analia Camarasa, Dr.  
Ananya Sen, Amanda Holliday

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Brittany McAllister (*via conference call*)

**Call to Order** – Shelia Garner Link

The meeting was called to order at 9:34 a.m. A quorum was present. Shelia asked 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.

Shelia addressed the rules around the public comment period slated for later in the agenda. Ten minutes was allotted for public comment and each party could have two minutes. No response will be provided by the Board during this time.

**Secretary's Report** – Analia Camarasa

The October 2019 open and closed minutes as well as the closed applicant review minutes from November 2019 were reviewed electronically prior to the meeting. Amanda Holliday motioned to approve the minutes as presented; Kim Iles seconded the motion. Shelia asked if there was any discussion on the motion. None declared. All approved.

**Treasurer Report** – Kim Iles

The Cash Flow Report, Budget Report, Savings Report, and Investment Report for October 2019 were reviewed electronically prior to the meeting. Kim reviewed highlights from the reports. Kim brought attention to the line item for applicant refund on the cash flow report. She also noted in the budget report that the State Bar Association fee is slightly higher, as are the legal fees for the year. Amanda motioned to approve the financial reports as presented. Amy Beros seconded the motion. Shelia asked if there was further discussion regarding the motion. None declared. All approved.

**Administrative Specialist Report** – Marnie Jones

- **Numbers Report** - Since the last Board meeting date of October 16, 2019, there have been twenty-eight new Category A licensees, zero new Provisional licensees, zero licensees have gone Inactive, and zero licensees have relinquished. The total number of Active licensees is 3,293 and additionally seven Provisional licensees.
- Marnie led the Board to determine the next six months of Board Meeting Dates. The following were tentatively put on the calendar:

- January 15, 2020 (9:30 am)
- February 19, 2020 (9:30 am)
- March 25, 2020 (9:30 am)
- April 20, 2020 (10:30 am)
- May 20, 2020 (9:30 am)
- June 17, 2020 (9:30 am)

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

Shelia asked for a motion to close the Board meeting. Kim motioned to close the Board 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). Christina seconded the motion. All approved.

Brittany McAllister left the call for the closed meeting.

Kim Iles motioned to reopen the meeting; Amy seconded the motion. All approved.

The Board recessed for five minutes and Brittany McAllister rejoined the call.

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

- **Revised Rules .0101 and .0303** – The Rules Review Commission will meet tomorrow, 11/21/19 to approve these rules. Charla will attend and report back.
- **Annual Reports** – These have been submitted to the State.
- **SB 553** – This bill concerning reporting of CEU's was initially vetoed; however, it could be heard in the 2020 short session. Charla will continue to watch.

**Application Work Group** – Amanda Holliday

Amanda reported that the application workgroup did not have anything to report at that time and would report in December.

**Unfinished Business** – Charla Burill

- **HR Committee** - Shelia reported that the HR Committee gathered information from various occupational licensure boards in NC to be able to have a comparison of salary, benefits, size, duties, etc. She indicated this exercise is for the Board's own edification and assurance that it is providing fair and reasonable pay and benefits to staff. Sheila indicated they still need to enter their data from the Dental Board into an Excel document she created comparing boards. She reported that many boards are not bound by state regulations but chose to operate along those lines. Big boards seem to offer more, smaller boards not as much. Amy asked what the purpose of this information was. Shelia indicated that it came about after the last HR Committee staff review when the Committee determined that the Board needed more information to aid in balancing staff benefits going forward. Kim noted that she heard from several Boards that this is a process they too would like to do.
- **Investment Services** – Charla reported she had not yet been able to follow up with additional investor vetting. She has been working with Wells Fargo to ensure that our laddered portfolio continues to be reinvested and has been told short term CD's are actually paying a better rate right now than longer term CD's.

**New Business** – Charla Burill

- Charla noted that the call in the most recent newsletter for interested potential board members to fill vacant positions that will open in 2020 has been successful and several have responded.

**Public Comment** – Shelia Garner Link

Shelia asked the only non-Board member on the call if she had public comment to make at this time. Brittany McAllister noted she did not have any comment.

Amy motioned to adjourn the meeting at 12:41 p.m. and Christina seconded the motion. All Approved.