

NORTH CAROLINA BOARD OF DIETETICS/NUTRITION
BOARD MEETING
11:00 A.M.
1135 KILDAIRE FARM ROAD, SUITE 200
CARY, NC 27511

[ELECTRONIC ONLY MEETING]

OPEN MINUTES: November 17, 2021

Board Members Present: Analia Camarasa, Ananya Sen, Patricia Pitts, Amanda Holliday, Karen Thomas, Amy Beros, Christie Nicholson

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Traci Hobson, ANA representative

Call to Order – Dr. Ananya Sen

The meeting was called to order at 11:03 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 was read:

1. Amanda Holliday – Present

2. Amy Beros – Present
3. Analia Camarasa – Present
4. Christie Nicholson – Present
5. Karen Thomas – Present
6. Patricia Pitts – Present
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, Amanda made a motion to approve the agenda as presented. Christie seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

Secretary's Report – Patricia Pitts

The October 2021 open and closed minutes, as well as the October 2021 Rules Committee were sent out electronically prior to the meeting. Amanda motioned to approve the minutes as presented; Analia seconded the motion. Dr. Sen asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

Treasurer's Report – Amy Beros

The October 2021 Cash Flow report, Budget report, Investment report and Savings report were shared with the Board for review electronically prior to the meeting. Amy noted that the budget showed we have had 20 more applications than forecasted. Charla noted that per the last meeting, the Board approved closing the Wells Fargo Investment Account and moving the investments to Live Oak. She reported that process is in progress. The Live Oak rep recommended 2 CDs be purchased for 1 year each based on current rates. Amanda motioned to approve the financial reports as presented. Christie seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – 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 3,610. Additionally, there were six Provisional licensees. Since the last administrative numbers report given on October 20, 2021, there had been thirty-seven new licensees. Also, since the October 20, 2021 meeting report, zero licensees had gone inactive, and one licensee had relinquished.

Marnie noted for the Board that while the minutes archive webpage had been completed, during testing there was a technical bug regarding how the window was being named. Jason offered a fix, but it has required Marnie to go back and re-save all PDF's and recreate all the previously finished links. She is working to make all the fixes ASAP.

Executive Director Report – Charla Burill

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

Marnie moved Traci Hobson to the virtual waiting room to close the electronic meeting.

Application Review

The Board reviewed two applications for Category F licensure, Applicant LaGreca and Applicant Berger.

Patricia Pitts left the call at 12:02 pm.

Investigation Report

Charla reviewed the Investigation Committee Report; see report for details.

Patricia rejoined the call at 12:31 p.m.

Amanda motioned to reopen the session. Christie seconded the motion. No discussion. Roll call for approval: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

Marnie moved Traci Hobson into the open virtual meeting at 1:02 p.m.

Actions related to closed session:

1. Amy motioned to close 2021-0188 as no violation was found. Christie seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.
2. Christie motioned to ratify the issuance of a license and letter of caution for case BIER-PEHAWN Amanda seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.
3. Amanda motioned to close the matter involving Harris. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

Executive Report, Continued... - Charla Burill

Rules Committee – The Rules Committee has prepared draft language for many rules. Charla reached out to the RRC and they indicated that they are short staffed and thus a pre-review would be on a timeline of February /March at this point. While it is not required, it is strongly suggested. Charla noted that she asked about whether they could break up the rules into a smaller bunch for pre-review and the timeline would be the same. At this point, there is no need to set another Rules Committee meeting until we know more.

Investment Account – Discussed earlier during Treasurer Report.

Unfinished Business – Dr. Sen

Meeting Logistics – Dr. Sen opened up for comments and input from the Board. Amy indicated that the 11 a.m. start time is extremely hard for her as she works with a team on Central time. Since the 11 a.m. time was dictated by Dr. Sen’s department meeting, that is no longer an issue, the board debated a different start time and day. The Board decided at this time, to set the meetings after December to be on Friday at 9 a.m. The following dates were set:

- January 14, 2022 – 9 a.m.
- February 25, 2022 – 9 a.m.
- March 18, 2022 – 9 a.m.

- April 22, 2022 – 9 a.m.
- May 20, 2022 – 9 a.m.
- June 24, 2022 – 9 a.m.

New Business – Dr. Sen

- N/A

Public Comment - Dr. Sen

- N/A

Amanda motioned to adjourn the meeting at 1:26 p.m. Christie seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.