

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: October 20, 2021

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

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Traci Hobson, ANA representative

Absent: Amy Beros, Christie Nicholson

**Call to Order** – Dr. Ananya Sen

The meeting was called to order at 11:08 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 – n/a
3. Analia Camarasa – Present
4. Christie Nicholson – n/a
5. Karen Thomas – Present
6. Patricia Pitts – n/a
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. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Karen – Yes, and Dr. Sen – Yes.

**Secretary's Report** – Charla Burill *for Patricia Pitts*

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

**Treasurer's Report** – Charla Burill *for Amy Beros*

The September 2021 Cash Flow report, Budget report, Investment report and Savings report were shared with the Board for review electronically prior to the meeting. Amanda motioned to approve the financial reports as presented. Karen seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Karen – Yes, and Dr. Sen – Yes.

**Public Comment** – Dr. Sen

None raised.

**Administrative Report** – Marnie Jones

Marnie reported the total active licensee count at 3,574. Additionally, there were seven Provisional licensees; one of those was new since our last Board meeting of 9/22/21. Since the last administrative numbers report given on September 22, 2021, there had been fifty-four new licensees. Also, since the September 22, 2021 meeting report, zero licensees had gone inactive, and one licensee had relinquished.

Marnie noted for the Board that she is working to create a minutes archive page on the NCBDN website to provide PDFs of the minutes going back through 2018.

Patricia Pitts joined the meeting at 11:19 a.m.

**Executive Director Report** – Charla Burill

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

Marnie moved Traci Hobson to the virtual waiting room to close the electronic meeting at 11:21 a.m.

### ***Application Review***

The Board pre-reviewed two applications for Category F licensure, Applicant Beres and Berger, as well as discussed follow up on Applicant Beachler.

### **Investigation Report**

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

Analia motioned to reopen the session. Karen seconded the motion. No discussion. Roll call for approval: Analia – yes, Karen – yes, Patricia – Yes, Dr. Sen – yes. The meeting was reopened at 1:10 p.m.

Marnie moved Traci Hobson into the open virtual meeting. The Board took a brief break from 1:11 p.m. to 1:16 p.m.

Actions related to closed session:

1. Amanda motioned to close 2021-0186 as no violation was found. Patricia seconded the motion. No further discussion. Roll call to approve motion: Amanda – yes, Analia – yes, Karen – yes, Patricia – yes, Dr. Sen – yes
2. Patricia motioned to close 2021-0187 but with direction to further inquire about the treatment plans being provided by the ND. Amanda seconded the motion. No further discussion. Roll call to approve motion: Amanda – yes, Analia – yes, Karen – yes, Patricia – yes, Dr. Sen – yes
3. Analia motioned to issue a non-disciplinary cautionary letter in case MILL-3J2RO0. Amanda seconded the motion. No further discussion. Roll call to approve motion: Amanda – yes, Analia – yes, Karen – yes, Patricia – yes, Dr. Sen – yes
4. Analia motioned to direct Charla to seek further information from Inquiry Harris based on her self-identification as a “nutritionist” in North Carolina. Amanda seconded the motion. No further discussion. Roll call to approve motion: Amanda – yes, Analia – yes, Karen – yes, Patricia – yes, Dr. Sen – yes

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

***Audit*** – Charla noted that the Final Audit was shared with the Board for review digitally. Amy Beros as Treasurer has reviewed and approved it. It was noted that the title of Secretary on the first page should be next to Analia’s name, as she was Secretary last year during the period of the audit. Patricia motioned to approve the Audit noting the change in title. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – yes, Analia – yes, Karen – yes, Patricia – yes, Dr. Sen – yes

***Annual Reports*** – Charla noted that all annual reports required to be submitted by October 31<sup>st</sup> will be submitted to all state entities as required, before the October 31<sup>st</sup> deadline.

***Rules Committee*** – Patricia has a conflict with the upcoming meeting. The group agreed to reschedule the Rules Committee meeting from 10/25 to 10/29 at 2:00 p.m.

***Investment Account*** – Charla noted that Wells Fargo flat out told her that they do not have very good CD rates for us to work with. After discussion with Amy, Charla suggested moving our investment accounts to Live Oak into a laddered portfolio, where we have another CD. Analia motioned to close our Wells Fargo Investment account and move such funds to Live Oak Bank CDs. Amanda seconded. No further discussion. Roll call to approve motion: Amanda – yes, Analia – yes, Karen – yes, Patricia – yes, Dr. Sen – yes

### **Unfinished Business – Dr. Sen**

***Meeting Logistics*** – Charla has pulled together a document outlining other Occupational licensure Boards and their time spent in Board meetings. Many may meet less often but meet for full day or multi-day meetings. Charla suggested ways to make meetings more efficient could involve utilizing a consent agenda for monthly items, and also ensuring Board members come to meetings prepared and knowledgeable of the items sent for review previous to the meeting. This discussion will be revisited at a future meeting as the Board wanted to ensure it had full input.

**Unfinished Business** – Dr. Sen

- N/A

**Public Comment** - Dr. Sen

- N/A

Amanda motioned to adjourn the meeting at 1:44 p.m. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – yes, Analia – yes, Karen – yes, Patricia – yes, Dr. Sen – yes