

NORTH CAROLINA BOARD OF DIETETICS/NUTRITION
BOARD MEETING
9:00 A.M.
140 PRESTON EXECUTIVE DRIVE, SUITE 205-C
CARY, NC 27513

[ELECTRONIC ONLY MEETING]

OPEN MINUTES: September 23, 2020

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

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Brittany McAllister, BCNS representative

Call to Order – Dr. Ananya Sen

The meeting was called to order at 9:02 a.m. A quorum was present.

Dr. Sen asked the Board if there were any changes to the agenda. None declared. Amy Beros motioned to approve the agenda as presented. Christie Nicholson seconded the motion. All approved. Dr. Sen asked if there were any conflicts of interest. Charla read aloud Ms. Nicholson’s official 2020 conflict of interest statement and reminded the Board members that for any professional members, similar cautions apply. Dr. Sen asked again if there were any conflicts of interest to be reported. None declared.

The below is what was read regarding Christie:

Ms. Nicholson will fill the role of a professional whose primary practice is consulting in dietetics/nutrition. She is the owner and President of Nutrition Plus and Chair of The Food Group. Because she will serve on the licensing authority for members of her own profession, she has the potential for a conflict of interest. Therefore, Ms. Nicholson should exercise appropriate caution in the performance of her public duties should issues involving Nutrition Plus, The Food Group or her license come before the Board for official action.

Secretary’s Report –Analia Camarasa

The August 2020 open and closed minutes were reviewed electronically prior to the meeting. Amanda Holliday motioned to approve the minutes as presented; Christina Wilson seconded the motion. Dr. Sen asked if there was any discussion on the motion. None declared. All approved.

Financial Report –Amy Beros

The August 2020 Cash Flow report, Budget report, Investment reports and Savings report were shared with the Board for review electronically prior to the meeting. Amy reported that since completion of the Controller’s Report, going forward any increase or decrease in the budget that is 25% up or down, will be called out in the notes and highlighted to the Board. Amy feels this number makes sense based on the size of the Board’s overall budget. Amanda motioned to approve the financial reports as presented. Christie seconded the motion. No further discussion. All approved.

Administrative Report – Marnie Jones

The total active licensee count is 3,340. Additionally, there is one Provisional licensee. Since the last administrative numbers report given on August 26, 2020, there have been twenty-two new licensees, and zero new provisional licenses issued. Also, since the August 26, 2020 meeting report, zero licensees have gone inactive, and two licensees have relinquished.

Marnie reminded the Board that four members have upcoming due dates to renew their Ethics training.

- Analia Camarasa, due 11/15/2020
- Amanda Holliday, due 12/11/2020
- Christina Wilson, due 12/11/2020
- Christie Nicholson, due 12/20/2020

Marnie will send out the link to complete the online Ethics training.

Executive Director Report – Charla Burill

Patricia Pitts 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). Amy seconded the motion. No further discussion was raised. All approved.

Brittany McAllister left the call.

There were no new applications to review, however Charla updated the Board that applicant Higginbotham has asked to put her application on hold.

Investigation Report - Charla Burill

Charla reviewed the August investigation report with the Board. See report for details.

Christie motioned to reopen the meeting. Amy seconded the motion. All agreed.

Brittany McAllister rejoined the meeting.

Executive Report, Continued... - Charla Burill

Review of ByLaws – Charla Burill

Charla sent out the amended ByLaws electronically before the August meeting, giving the Board the required ten days to review. Charla asked if there were any concerns or additions to these amendments. Analia motioned to approve the amended ByLaws as presented. Christina seconded the motion. All approved.

Guideline B amendments – Charla Burill

Since presenting the revision of Guideline B at the August 2020 meeting, Charla has also deleted an unnecessary footnote. The amended date will be updated to September 2020. Analia motioned to approve the revised Guideline B, with the noted date change. Patricia seconded the motion. All approved.

Accounting Policy – Charla Burill

Stemming from the annual Controller's report review, the accounting policy has been updated with a few best practice edits such as having a standard by which budget excess or deficiencies are reported. Amy and Charla have determined this to be when a variance reaches 25% in either direction. Additionally, the process of invoice receipt has been updated. Marnie now receives all invoices, sends to Charla for payment, and then Charla confirms payment has been made. Electronic stamping is being utilized as an audit trail of this dual control. Christie motioned to approve the revised Accounting policy. Analia seconded the motion. All approved.

Supervision of Unlicensed Persons – Charla Burill

Charla noted that at Analia's request, she has brought this issue for discussion. Analia detailed for the Board that she had received solicitation from a person appearing to be unlicensed yet providing MNT under the guise of being supervised/delegated to by an MD. Charla provided the Board with the NC Medical Board's position on delegating licensed services to unlicensed personnel. The Board discussed their concerns with this particular situation, but also with the larger concern that other MDs or DCs may be delegating licensed services to health coaches.

While this has not reached the level of formal complaint, the Board asked that Charla first seek further understanding from the Medical Board on their position on this matter.

Unfinished Business – Charla Burill

- Charla recapped for the Board that during the extreme closures related to the pandemic, the Board voted to allow a temporary background check so long as applicants agreed to complete the statutorily required process by a later date set by the Board. Now that services have reopened, the Board still has 115 licensees who require getting their fingerprints completed. Charla proposed that we now give them a deadline of December 31, 2020, and if not completed by this time, they will not be able to renew their license. However, this still gives them until March 31, 2021 to complete the fingerprint requirement. The Board unanimously agreed to take this action and set the deadline accordingly, noting we will review individual cases if there are extenuating Covid circumstances.

New Business – Charla Burill

- Charla and Marnie have been working on making the office able to go virtual; the pandemic and social distancing has made the process speed up and has gone smoother than expected. Marnie is working with archives to transition all paper records to their care. We anticipate getting a PO box and have been investigating options that could work for in person meetings, such as a library conference room. Charla indicated that her agreement with the landlord was that with 90 days notice, there would not be a penalty to break the lease. She will confirm with him. The Board unanimously supported moving to a virtual office environment.

Public Comment

- None declared.

Analia motioned to adjourn the meeting at 10:50 a.m. and Christie seconded the motion. All Approved.