

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: February 21, 2025

Board Members: Sarah Thomas, Christie Nicholson, Deanna Didiano, Janice Shannon, Maggie King, Patricia Pitts

Staff: Marnie Jones, *Executive Director*; Frances Cheung, *Licensing Administrator*; Laine Moye, *Licensing Coordinator*

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

Absent: Babbi Hawkins

Call to Order – Sarah Thomas

The meeting was called to order at 9:03 a.m. A quorum was present. No conflicts of interest were presented.

The agenda was sent out to the Board electronically for review. Maggie made a motion to approve the agenda as presented. Christie seconded the motion. Roll call to approve agenda:

- Christie - Approve (& present)
- Dr. Didiano – Approve (& present)
- Janice – Approve (& present)
- Maggie - Approve (& present)
- Patricia - Approve (& present)
- Sarah - Approve (& present)

Secretary's Report – Patricia Pitts

The January 2025 open meeting minutes were provided for electronic review prior to the meeting. Christie motioned to approve the minutes presented. Dr. Didiano seconded the motion. Sarah asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

Treasurer's Report – Christie Nicholson & Marnie Jones

The January 2025 Cash Flow report, Savings report, Budget report, and Investment report were sent for prior review to the Board electronically.

Maggie motioned to approve the financial reports as presented. Janice seconded the motion. Sarah asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

Marnie shared information on FDIC Insured Cash Sweep Accounts at Live Oak Bank, with the goal of ensuring that the Board act as good stewards of the funds they hold. Live Oak Bank would essentially diversify and distribute funds on behalf of the Board that are in excess of \$250,000 to different banks that are FDIC insured. The Board discussed requesting some additional information from Live Oak Bank before deciding how to move forward, including exploring if there are any other options and clarification on benefits and any potential downsides to the Insured Sweep Account. Marnie will circle back with any additional information before moving forward.

Public Comment – Sarah Thomas

-N/A

Licensing Administrator Report – Frances Cheung

Frances reported the total active licensee count at 4,693. Additionally, there were eight Provisional licensees since the last Board meeting on January 17, 2025. Since the last administrative numbers report given on January 17, 2025, there have been 64 new licensees, six licensees have gone inactive, and 41 licensees have relinquished.

Neon yellow renewal reminder postcards were mailed this week to all licensees with expiration date of 03/31/2025. An email reminder was also sent last week.

1,978 licensees have renewed their licenses to date.

2,619 licensees have not yet Renewed/Gone Inactive/Relinquished.

Closed Session

Christie motioned to close the meeting for discussion regarding **Investigations**, pursuant to Article 33C of Chapter 143, §143-318.11(7) and NCBDN ByLaws, Article V (5) Section 4 (7) and **Legal Consultation**, pursuant to Article 33C of Chapter 143, §143-318.11(3); Article 5 of the Bylaws, Section 4 (3). In addition, closure for **Applications**, pursuant to Article 33C of Chapter 143, §143-318.18(6) and Article 5 of the Bylaws, Section 4 (8). Patricia seconded the motion. No further discussion. Roll call to approve motion: Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

- There were no members of the public to move to the waiting room.

Investigations – Marnie Jones

Please see the Investigation report for full details.

- Henry joined the meeting at 9:31am.

Legal Consultation – Henry Jones

Counsel provided legal consultation regarding three bills: SB31, HB 45, HB122.

- Dr. Didiano left the meeting at 10:53am.
- Henry left the meeting at 10:56am.

Application Review – Education Committee, Marnie Jones

The Board reviewed the application submission for ARoux.

The Board reviewed the application submission for VHawkins.

Maggie motioned to reopen the meeting at approximately 11:03 a.m. Patricia seconded the motion. No discussion. Roll call to approve motion: Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

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

Open Session – Sarah Thomas & Marnie Jones

Actions related to closed session:

1. Maggie motioned to close complaint and send closure letter for Public Case 2025-209. Patricia seconded the motion. No discussion. Roll call to approve the motion: Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
 2. Patricia motioned to process renewal with issuance of non-disciplinary letter of caution to renewal applicant Joyner. Maggie seconded the motion. No discussion. Roll call to approve the motion: Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
 3. Patricia motioned to send approve licensure for Category F applicants Roux and Hawkins. Janice seconded the motion. No discussion. Roll call to approve the motion: Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
 4. Janice motioned to ratify non-disciplinary letters of caution to applicants Jackson and Langbehn. Patricia seconded the motion. No discussion. Roll call to approve the motion: Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
- Marnie provided an update on IT vendor replacement. The Board has received several RFPs and three quotes, with 2-3 more expected.
 - Marnie shared the HR Committee annual review process for staff, beginning with staff self-review in March and HR Committee review in May.

Unfinished Business/New Business

- Sarah is the only Board member whose term is expiring this summer. Sarah has agreed to be reappointed for a second term. Maggie recommended Sarah for reappointment. Janice seconded the recommendation. Roll call to approve the reappointment recommendation for Sarah: Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

Public Comment – Sarah Thomas

- N/A

Patricia motioned to adjourn the meeting at 11:11 a.m. Christie seconded the motion. No further discussion.
Roll call to approve motion: Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.