

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: July 26, 2024

Board Members: Amanda Holliday, Sarah Thomas, Christie Nicholson, Deanna Didiano, Analia Camarasa, Maggie King, Patricia Pitts, Babbi Hawkins

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

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

Call to Order – Amanda Holliday

The meeting was called to order at 9:02 a.m. A quorum was present. No conflicts of interest were presented.

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

- Analia – Approve (& present)
- Dr. Didiano – Approve (& present)
- Patricia - Approve (& present)
- Maggie – Approve (& present)
- Babbi - Approve (& present)
- Amanda - Approve (& present)

Secretary's Report – Patricia Pitts

The June 2024 open & closed meeting minutes were provided for electronic review prior to the meeting. Dr. Didiano motioned to approve the minutes presented. Maggie seconded the motion. Amanda asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Didiano – Yes, Babbi – Yes, Patricia – Yes, Maggie – Yes, Amanda – Yes.

- 9:03 a.m. Sarah joined the meeting.

Treasurer's Report – Amanda Holliday (for Christie Nicholson) & Marnie Jones

The June 2024 Cash Flow report, Savings report, Budget report, and Investment report were sent for prior review to the Board electronically.

Marnie provided an update on the new accounting firm and that all is going well so far. A new Licensing Coordinator has also been hired to join the staff on a part time basis, with a start date of August 19, 2024.

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

Public Comment – Amanda Holliday

-N/A

Licensing Administrator Report – Frances Cheung

Frances reported the total active licensee count at 4,340. Additionally, there were fourteen Provisional licensees since the last Board meeting on June 21, 2024. Since the last administrative numbers report given on June 21, 2024, there have been 116 new licensees, two licensees had gone inactive, and two licensees had relinquished.

Closed Session

Patricia motioned to close the meeting for discussion regarding **legal consultation**, pursuant to Article 33C of Chapter 143, §143-318.11(3); Article 5 of the Bylaws, Section 4 (3), as well as closure for **Investigations**, pursuant to Article 33C of Chapter 143, §143-318.11(7); Article 5 of the Bylaws, Section 4 (8). In addition, closure for the **discussion of applications**, pursuant to Article 33C of Chapter 143, §143-318.18(6) and Article 5 of the Bylaws, Section 4 (8) and **HR Review/Qualifications** pursuant to Article 33C of Chapter 143, § 143-318.11(6) and NCBDN Bylaws, Article V(5) Section 4(6). Analia seconded the motion. No further discussion. Roll call to approve motion: Analia – Yes, Dr. Didiano – Yes, Babbi – Yes, Patricia – Yes, Sarah – Yes, Maggie – Yes, Amanda – Yes.

- There were no members of the public to move to the waiting room.
 - 9:13 a.m. Henry Jones joined the meeting.

Legal Consultation – Henry and Weldon Jones

- Henry informed the Board of a new reporting requirement passed in SB607.
 - 9:19 a.m. Christie and Weldon Jones joined the meeting.
- The Board was informed that the General Assembly had recommended a person to replace Analia that did not have the requirements needed. Weldon is working to find out more information on the process happening at the Pro Tem’s office.
- Analia is supposed to continue to serve until she is replaced. She confirmed that she will be able to stay on until she is replaced.
- Maggie has been officially re-appointed for a second term.
 - 9:29 a.m. Weldon left the meeting.

Investigations

Please see the Investigation report for full details.

- 10:05 a.m. Patricia left the meeting.

Application review – Education Committee

The Board reviewed the application submission for YMatthews.

- 10:57 a.m. Christie left the meeting.

HR/Qualifications of Employee(s)

Please see the HR Committee report for full details.

Analia motioned to reopen the meeting at approximately 11:02 a.m. Maggie seconded the motion. No discussion. Roll call to approve motion: Analia – Yes, Dr. Didiano – Yes, Babbi – Yes, Sarah – Yes, Maggie – Yes, Amanda – Yes.

- There were no members of the public waiting to reenter.
- 11:04 a.m. Christie joined the meeting.

Open Session – Sarah Thomas

Actions related to closed session:

1. Analia motioned to dismiss case 2024-0206, upon approval of draft letters by Investigation Committee. Dr. Didiano seconded the motion. No discussion. Roll call to approve the motion: Analia – Yes, Babbi – Yes, Dr. Didiano – Yes, Maggie – Yes, Christie – Yes, Amanda – Yes, Sarah – Yes.
2. Analia motioned to approve applicant YMatthews for licensing. Maggie seconded the motion. No discussion. Roll call to approve the motion: Amanda – Yes, Analia – Yes, Babbi – Yes, Dr. Didiano – Yes, Maggie – Yes, Christie – Yes, Sarah – Yes.
3. Maggie motioned to close complaint ZHZR9-GJ5FM and send draft closure letters as presented. Dr. D seconded the motion. No discussion. Roll call to approve the motion: Amanda – Yes, Analia – Yes, Babbi – Yes, Dr. Didiano – Yes, Maggie – Yes, Christie – Yes, Sarah – Yes.
4. Dr. Didiano motioned to ratify HR report and new hire. Analia seconded the motion. No discussion. Roll call to approve the motion: Amanda – Yes, Analia – Yes, Babbi – Yes, Dr. Didiano – Yes, Maggie – Yes, Christie – Yes, Sarah – Yes.

Officer Positions & Committees - Sarah Thomas

The following slate was put forward for vote:

- Sarah Thomas – Chair
- Maggie King – Vice Chair
- Christie Nicholson – Treasurer
- Patricia Pitts – Secretary

Amanda motioned to approve the officer slate as presented. Analia seconded the motion. No discussion. Roll call to approve the motion: Amanda – Yes, Analia – Yes, Babbi – Yes, Dr. Didiano – Yes, Maggie – Yes, Christie – Yes, Sarah – Yes.

Marnie noted that with the change of appointments as well as the new roster of officers, the Board's committees will adjust as follows:

HR Committee: Sarah Thomas, Christie Nicholson, Maggie King.

Education Committee: Babbi Hawkins, Maggie King.

Investigation Committee: Deanna Didiano, Christie Nicholson, Analia Camarasa (until replaced; then, new LN member.)

Unfinished/New Business – Marnie Jones

- Reminder that Board Per Diems will be switching to Direct Deposit. Marnie has sent encrypted link to Board members to upload their form in the folder.
- Marnie noted that this is Amanda's last meeting. All thanked Amanda for her commitment and service.

Public Comment – Sarah Thomas

- N/A

Amanda motioned to adjourn the meeting at 11:16 a.m. Maggie seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Analia – Yes, Babbi – Yes, Dr. Didiano – Yes, Maggie – Yes, Christie – Yes, Sarah – Yes.