

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 10, 2021

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

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Traci Hobson, ANA representative

Absent: Christie Nicholson

Call to Order – Dr. Ananya Sen

The meeting was called to order at 9:07 a.m. A quorum was present.

Dr. Sen asked the Board if there were any changes to the agenda. None declared. Amanda Holliday motioned to approve the agenda as presented. Christina Wilson seconded the motion. All approved. Dr. Sen asked if there were any conflicts of interest. None declared.

Secretary's Report –Analia Camarasa

The January 2021 open and closed minutes and the January Rules Committee minutes were reviewed electronically prior to the meeting. Amanda motioned to approve the minutes as presented; Patricia Pitts seconded the motion. Dr. Sen asked if there was any discussion on the motion. None declared. All approved.

Noted – January agenda referred to January Rules Meeting Minutes, and the February agenda referred to the February Rules Meeting Minutes, but it was the January Rules minutes that were approved at the February meeting, and the February Rules meeting minutes were not yet approved as they had not yet been reviewed by the Secretary.

Financial Report –Amy Beros

The January 2021 Cash Flow reports, Budget reports, Investment reports and Savings reports were shared with the Board for review electronically prior to the meeting. Amy noted that Charla had reported that renewals and application fees were lower than projected, however, Amy commented that there were no concerns to call out. Christina motioned to approve the financial reports as presented. Patricia seconded the motion. No further discussion. All approved.

Public Comment – Dr. Sen

Traci Hobson is present and reports no comments at this time. Traci thanked the Board for working with the ANA on the ongoing Rule changes.

Administrative Report – Marnie Jones

Marnie reported the total active licensee count at 3,418. Additionally, there was one Provisional licensee. Since the last administrative numbers report given on January 13, 2021, there had been eighteen new licensees, and zero new provisional licenses issued. Also, since the January 13, 2021 meeting report, fourteen licensees had gone inactive, and seven licensees had relinquished. Thus far in renewal season, 1,113 licensees had renewed and 2,267 were left to renew. A yellow renewal reminder postcard will mail out the week of February 15th.

Marnie reported that eighteen licensees who took advantage of using the temporary background check process in 2020 were left to complete the statutorily required fingerprint requirement in order to renew their licenses. Charla outlined a plan to send a letter to each one electronically, requiring response/acknowledgement, and for those that do not reply within 1-2 weeks, to send the letter certified mail to the last known address. The Board agreed to proceed as described.

Marnie reported on outstanding Ethics education required by Board members and noted that she was recently informed that the Ethics Commission had removed the self-paced education module for all users, temporarily, due to technical issues. They are only offering Live Webinars at set times. This limits the ability for completing Ethics education on time, however the Ethics Commission had directed us to just have our members sign up for the next available time they can accommodate.

- Christie Nicholson, due 1/1/2021 – Scheduled to complete Webinar on 2/17/2021
- Ananya Sen, Due 2/28/2021 – Scheduled to complete Webinar on 03/03/2021

Executive Director Report – Charla Burill

Amanda 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.

Traci Hobson left the meeting.

The Board reviewed outstanding matters for applicant Forman, applicant Higginbotham and new applicant Delk.

Investigation Report - Charla Burill

Charla reviewed the January/February investigation report with the Board. See report for details.

Analia motioned to reopen the meeting at 11 a.m. Amanda seconded the motion. All agreed.

Executive Report, Continued... - Charla Burill

Rules Committee Update: The Rules Committee has had three working sessions thus far and is in the process of scheduling a fourth working session for Feb/March 2021. Once the Rules Committee has proposed rules drafted and through a prereview with the RRC, they will bring them before the Board for review and approval. Once approved by the Board, the Rules would go through the publication process for comment period, public hearing, and adoption.

Legislative Update –

Charla reported that a bill has been proposed, HB29, that would require licensure boards to verify immigration status through the Department of Homeland Security.

Covid-19 Related Updates –

Charla reiterated the previously discussed plan to deal with the eighteen people still outstanding for the statutorily required fingerprint check. Also, it appeared that Executive Order 193 has extended the waiver for licensure requirements provided for under the previous EO130 (and other extensions) another 90 days. She will confirm details further and Marnie will update the website as needed.

Strategic Planning -

Charla noted that our last plan expired in 2017 and the Board had intended to do an update at some point when Rules were finalized. She noted we may re-approach this project in the Fall.

Employee Reviews -

Charla reminded the HR committee (Dr. Sen, Amanda, and Amy) that employee reviews are typically conducted in the spring. Marnie and Charla will aim to have self-reviews completed by April 1, and the HR committee should plan to have reviews finished by May.

Unfinished Business – Dr. Sen

N/A

New Business – Dr. Sen

- Charla indicated that closed session raised some concerns about how students are presenting themselves during the completion of their supervised hours. She noted that this may be a topic to discuss putting into a rule regarding title use; to be discussed further at next Rules working session.

Public Comment - N/A

Analia motioned to adjourn the meeting at 11:10 a.m. and Amanda seconded the motion. All Approved.