

NORTH CAROLINA BOARD OF DIETETICS/NUTRITION  
BOARD MEETING  
9:30 AM  
140 PRESTON EXECUTIVE DRIVE, SUITE 205-C  
CARY, NC 27513

MINUTES: June 25, 2019

Board Members Present: Shelia Garner Link, Kim Iles, Amanda Holliday  
*Present Via Conference Call: Kayla Saunders, Analia Camarasa, Christina Wilson (joined at 10:10 am), Ananya Sen (joined at 10:10 am)*

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Brittany McAllister (Director of Legislative & Regulatory Affairs)  
*(via conference call)*

**Call to Order** – Shelia Garner Link

The meeting was called to order at 9:33 a.m. A quorum was present. Shelia asked the Board if there were any changes to the agenda. None declared. The agenda was adopted unanimously. Shelia noted that this Board intends to follow Robert’s Rules for small boards.

Shelia asked the Board member if there were any conflicts of interest to report. None declared.

**Secretary’s Report** – Charla Burill *(for Christina Wilson)*

The May 2019 minutes and the June 17, 2019 minutes were reviewed electronically prior to the meeting. Kim Iles motioned to approve the above noted minutes as presented electronically; Analia Camarasa seconded the motion. Shelia asked if there was any discussion on the motion. None declared. All approved.

**Treasurer Report** – Kim Iles

The Cash Flow Report, Budget Report, Savings Report, and Investment Report for May 2019 were reviewed electronically prior to the meeting. Kim reviewed highlights from the reports and also noted the ongoing issues with the former WorldPay merchant. Kim asked if there were any questions or feedback. Analia motioned to approve the financial reports as presented. Kayla Saunders seconded the motion. Shelia asked if there was further discussion regarding the motion. None declared. All approved.

**Administrative Specialist Report** – Marnie Jones

- **Numbers Report** - Since the last Board meeting date of May 22, 2019, there have been forty-one new Category A licensees, four new Provisional licensees, zero licensees have gone Inactive, and six licensees have relinquished. The total number of Active licensees is 3,099 and six Provisional licensees.
- **Lapsed Update** – Lapsed letters were mailed in early June; as letters are returned with forwarding addresses, they are re-mailed.

### **Unfinished Business** – Charla Burill

The Board moved into unfinished business, as the next presenter had not arrived.

- **A3 Form-** Charla noted that while she is aware that Amanda may have some work to discuss on this form, no substantive action has been taken to edit/revise the form at this time.
- **Student Handout/Licensure Talk** – Charla just received approval from Amanda on the email draft for all ACEND accredited Program Directors. The email and the handout sheet will be sent out to all program directors by the end of the week, encouraging additional effort be made to inform and educate students of NC licensure requirements noting the recent issues with RDs and licensing.
- **Lease** – Charla noted that she has moved forward with the lease of our office space and hopes to have something in return from the State Property office confirming our terms by end of the month.
- **HR Report** – Shelia provided an HR report that summarized the actions taken in May to recognize staff reviews and raises. The HR report will be made a part of the minutes binder.
- **Payment Vendor** – The Board has switched to a new credit card processing merchant called Authorize.net. Thus far, it has been a positive switch and Charla will now work to close out the relationship with WorldPay.

### **Investment Presentation** – Joe Hubbard and Sinderpal Bajwa; PNC Bank

Mr. Hubbard and Ms. Bajwa presented the services and capabilities that PNC Bank could offer the Board regarding its Investment portfolio as well as business checking and savings account management. Mr. Hubbard presented a proposed purchase portfolio for review. The Board asked various questions about online services and continuing the strategy of cautious investing/ low risk options. The Board thanked them for their presentation.

Kim motioned to close the meeting for review of applications under NCGS §143-318.18 (6), Exceptions to the Open Meeting Act, and Article 5 of the Bylaws, Section 4 (8), as well as for review of complaints and investigations, pursuant to Chapter 143, Article 33C, §143-318.11(7); Article 5 of the Bylaws, Section 4 (7). The motion was seconded by Amanda. All approved.

Brittany McAllister left the call for the closed meeting at 10:27 a.m.

### **Executive Director's Report** – Charla Burill

#### **Review of LN Applications:**

**Applicant Florio** – Charla recapped the status of Dr. Florio's application. Dr. Florio called in for an interview and joined the meeting electronically at 10:40 a.m.

Dr. Florio left the conference call at approximately 11:25 a.m; and Dr. Fred Tinari, Dr. Florio's supervisor during supervised practice over 30 years ago, joined the call and was welcomed by the Board at 11:27 a.m.

The Board asked Dr. Tinari questions about the structure and content of the practice with Dr. Florio.

Charla explained the law and the exemptions in place in NC for chiropractors.

Dr. Tinari left the call. The Board began to discuss the two interviewees they just heard from and where they felt they were at with review of this candidate.

The Board decided, due to the length of time used on this applicant's interview and supervisor interview, it did not have sufficient time to give a thorough discussion to the points needed and would table further discussion until its July 2019 meeting.

Christina Wilson motioned to reopen the meeting noting the second Investment presenters had arrived. Kim seconded the motion. All approved.

**Financial Presentation** - Maxwell Demeritte and Jessica Christy from Wells Fargo bank joined the Board room to review their services and change of leadership at Wells Fargo investments. They will have two advisors for every account, and presented their background and services to the Board for review. Questions were asked by Board members, and presenters were thanked for their time.

No decisions regarding investment advisors were made. Information was only received.

Kayla Saunders motioned to reclose the meeting for review of applications under NCGS §143-318.18 (6), Exceptions to the Open Meeting Act, and Article 5 of the Bylaws, Section 4 (8), as well as for review of complaints and investigations, pursuant to Chapter 143, Article 33C, §143-318.11(7); Article 5 of the Bylaws, Section 4 (7). The motion was seconded by Amanda. All approved.

Dr. Sen and Kayla were present via phone; Shelia, Charla, Kim, Marnie and Amanda were present in the Board room at this time.

**Executive Director Report, Continued** - Charla Burill

**Applicant Duerr** – Charla recapped the completion of additional supervised hours by Ms. Duerr. All supplemental application materials were sent out prior to the meeting for electronic review. The Board unanimously agreed that Ms. Duerr completed what was asked of her.

**Applicant Davis** - Charla recapped the most recent review of applicant Davis. The Board had asked Ms. Davis to review her reported hours for clarification and Ms. Davis had proposed that she was willing to redo 15 hours.

**Investigation Report** – Charla Burill

The Investigation report was shared electronically prior to the meeting. Charla recapped the report as presented.

Charla detailed a brand new complaint from a member of the public that had come in late June; as standard with all complaints received, she will be sending an initial inquiry. It was noted that the complaint did not allege any harm had been done.

Amanda motioned to reopen the meeting. Kim seconded the motion. All approved. Charla alerted Brittany and Judy that the meeting had reopened.

Brittany McAllister rejoined the call at 1:43 p.m.

Amanda motioned to table further discussion of Dr. Florio's application, due to lengthy interview sessions, grant Ms. Duerr's license approval, and direct the Education Committee to review Ms. Davis's submitted hours again in order to provide the Board with a recommendation. Analia seconded the motion. No discussion; all approved.

Amanda made a motion to approve the actions and recommendations discussed in closed session regarding the investigation report. No second needed as the recommendation came from Investigation Committee. All approved.

**Executive Director's Report, Con't.** – Charla Burill

**Proposed Budget** – Charla noted the proposed budget was sent out for review electronically prior to the meeting. She ran through the highlights of the proposed budget for 2019-2020. Amanda motioned to approve the proposed budget; Dr. Sen seconded the motion. All approved.

**Board Positions** – Charla noted that we will vote for officer positions at the July meeting and the new officers will take over as of the end of the July meeting. Please contact Charla about serving in a position and/or if you are happy with your current role. Kayla has moved out of state and thus her replacement is being worked on by the Governor's office as she will no longer qualify to serve a second term. She will continue to serve until replaced.

**Controller's Report** – Charla will need to complete before July 31<sup>st</sup> with the Treasurer. Kim and Charla need to find a time to review.

**Rules** – Charla noted that the rules with some technical changes were adopted by the Board at its June 17, 2019 meeting and are now being sent for review by the Rule Review Commission. Charla noted we have received a few requests under N.C. Gen. Stat. § 150B 21.2(h) which provides that an agency must provide explanation of why the agency rejected any made or considerations urged against the adoption of a rule. Charla will work in consultation with Henry Jones, outside counsel, to respond to these requests. Charla again noted Mr. Jones advice that if for some reason these rules do not go into effect on August 1, 2019, the Board will likely need to suspend review of applications until such time as clear rules are in effect in order to provide for a more consistent process moving forward.

2:00 p.m – Analia left the call.

**New Business** – Charla Burill

- **Letter from potential applicant** – Charla reported that the office received a letter of inquiry from a potential CNS applicant, and it was provided for review by the Board electronically prior to the mtg. Charla has answered the inquiry.
- **Audit scheduled for July 11, 2019**

Kim made a motion to adjourn the meeting at 2:03 p.m and Dr. Sen seconded the motion. All Approved.