

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

MINUTES: May 22, 2019

Board Members Present: Shelia Garner Link, Kim Iles, Christina Wilson, Amanda Holliday  
*Present Via Conference Call: Kayla Saunders, Analia Camarasa*

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Judy Stone (Legislative Liaison for BCNS) (*via conference call*),  
Brittany McAllister (Director of Legislative & Regulatory Affairs)  
(*via conference call*)

*Absent: Ananya Sen*

**Call to Order** – Shelia Garner Link

The meeting was called to order at 9:38 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 asked the Board member if there were any conflicts of interest to report. None declared.

**Secretary's Report** – Christina Wilson

The April 2019 minutes were reviewed electronically prior to the meeting. Amanda Holliday motioned to approve the April 2019 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 April 2019 were reviewed electronically prior to the meeting. Kim reviewed highlights from the reports and asked if there were any questions or feedback. Amanda 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 April 24, 2019, there have been twenty-two new Category A licensees, two new Provisional licensees, zero licensees have gone Inactive, and ten licensees have relinquished. The total number of Active licensees is 3,042 and two Provisional licensees.
- **Renewal Update** – As of May 22, 2019, there are sixty-seven licensees who have allowed their license to expire, and may renew with a late fee before May 31<sup>st</sup>. Through May 31<sup>st</sup>, the Board office will send reminder emails while late renewal is still an option. As of June 1<sup>st</sup>, licensees from the latest renewal period, who have not yet renewed, will Lapse. A letter will go to their last known home and employer address.

- **Board Meeting Materials** – As of this month’s meeting, we’ve uploaded all Board meeting materials to a central folder on Dropbox. All Board members are encouraged to create a Dropbox account so that once a link is shared with them, they should be able to find it in their Dropbox at all times to refer to should they desire. Once the NCBDN migrates to Office 365, we should continue to have better tools to use for document sharing via cloud vs. email.

Amanda 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. All approved.

Brittany McAllister and Judy Stone left the call for the closed meeting.

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

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

**Applicant Davis** - Charla recapped the most recent review of applicant Davis, and consequently the letter that was drafted with consultation from the Education Committee. The Board was asked to electronically review the letter drafted for Ms. Davis before this Board meeting. The Board expressed that the letter was well written and adequately expressed their concerns regarding this applicant.

**Applicant Florio** – Charla recapped and presented the materials Ms. Florio submitted as her resubmission, Form A6 and A3. Board concluded that Dr. Florio demonstrated from form A-6 and transcripts that she met the education requirements for licensure. Concerns were discussed regarding Dr. Florio’s documentation and tracking of supervised practice noting it occurred 30 years prior. The Board decided to seek follow-up information regarding supervised practice, and also to request Dr. Florio, and possibly her supervisor, participate in an interview to gather further evidence.

Kim Iles left the call at 10:39am for a work commitment. Will rejoin in person.

#### ***Closed Session, Continued...***

#### **Investigation Report:**

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

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

Shelia recapped that during the closed session, LN applications were reviewed and that no motion was needed, only follow up action. Ms. Davis will be sent a letter requesting additional information, and Ms. Florio will be contacted for an interview as well as her supervisor.

Amanda made a motion to approve the actions and recommendations discussed in closed session regarding the investigation report. This included the offer to settle the FORB-8RLGX6 matter with a letter of reprimand, and an offer to resolve the DEAN-LIIQXS with a license suspension, suspension stayed, and probation. Analia seconded the motion. All approved.

11:31 am – The Board took a break for 10 minutes.

Amanda motioned to close the Board meeting for discussion regarding employee reviews, pursuant to Chapter 143, Article 33C, §143-318.11(6); Article 5 of the Bylaws, Section 4 (6). Christina seconded the motion. All approved closing the meeting; Charla and Marnie Jones left the room at 11:43am.

### **Employee Reviews:**

Discussion of annual employee reviews.

Amanda motioned to reopen the meeting. Christina seconded the motion. All approved at 12:21 pm. Note, during closed session, Kim rejoined the call.

Shelia recapped that closed session included review of the activities of the HR committee including an overview of the committee goal to have an updated report for June's meeting. Based on information in reviews, and current increase guideline, Amanda motioned to provide our Executive Director and Administrative Specialist a 5% salary increase. Analia seconded the motion. Shelia asked for any comments on the motions. The Board members expressed compliments on the work done by the staff. All approved.

Judy Stone joined the conference call at 12:24 pm.

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

**IT Services** – Charla noted that our IT vendor is looking at moving our computers to Office 365 to be in compliance with the findings of the FBI audit regarding encryption, as well as better compliance with the Records Retention schedule. Charla will include this recommendation in the budget for review in June.

12:28 pm Brittany McAllister rejoined the call.

**Lease** – The lease documents were sent out for review electronically prior to the meeting. Lease terms are for 3 years, with the ability to break the lease without penalty at the end of year one and the end of year two, with 90 days' notice. It was noted that the lease itself only addresses the property. As has been done in the past, there is a proposed separate service agreement for phone/internet, and use of the conference room space. Kim motioned to approve the lease and service agreement as negotiated between Charla, the landlord. Amanda seconded the motion. All approved.

**FBI Audit/CHRI** – Charla has been continuing to work with SBI to clarify their policy requirements. There needs to be a law requiring staff to be background checked in order for vendors to be required to do so, and NC does not presently have a law in place for this. Thus, it has been determined by SBI that neither staff nor vendors are required to have CBC's at present. SBI is working with Charla to set up security training online to be completed by the vendors to be in compliance with CJIS policy.

**A3 Form** – Charla provided background as to the intent of A3 and that it has not elicited the type of content in return that has allowed the Board to make a clear determination as to an applicant's supervised practice experience. Amanda's review, as a member of the Education Committee, prior to the meeting raised the question about whether the competencies themselves need to be simplified, or maybe the instructions could be more precise about specifics requested; i.e. metrics, when performed, what disease states were addressed, etc. Judy was asked to provide comment, and expressed concern that the Board might change the form based upon the submission of only a few applicants. The Board further discussed the different options for eliciting the examples they need whether that is a revised competency list, different examples, clarified instructions, etc. Shelia commented that ultimately, as no clear decision has been made regarding this form, we need to proceed with it as-is, and solicit more information when necessary.

Note, a person called “DMV Hub Accounting” joined the conference call at 1:15 pm but left at 1:17 pm.

**Executive Director’s Report, Con’t.** - Charla Burill

**Student Handout/Licensure Talk** – Given recent issues with students not fully understanding licensure requirements, Charla would like to reach out to programs again to provide a handout developed in-office and distributed prior to this meeting for review. Amanda would suggest asking program directors to have students sign and date the paper. Amanda also suggested a canned/virtual presentation on licensure be recorded and sent out for use by internship programs.

**Unfinished Business** – Charla Burill

**Banking Investments** – Charla will invite two investment professionals to join our June meeting.

**Maternity Leave** – Previously reviewed. No further questions at this time.

**New Business** – Charla Burill

- **Merchant/Credit Card Vendor Issues** – Charla reported ongoing issues with vendor WorldPay who manages the transactions received on our website. The issues have increased and Charla suggested at this point, moving to a new vendor. There may be an increase in fees; however, the budget has room, and the current vendor is providing terrible service, missing payments, and has blocked access to historical data. Upon recommendation from our technology vendor, three other boards use Authorize.net to manage transactions, and they could implement this code easily. Kim motioned to move vendor to Authorize.net if resolution with WorldPay is not made by Friday, May 24<sup>th</sup>. Amanda seconded the motion; all approve.

Kim made a motion to adjourn the meeting at 1:34 pm and Amanda seconded the motion. All Approved.