

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: April 25, 2025

Board Members: Sarah Thomas, Babbi Hawkins, Christie Nicholson, 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:* Deanna Didiano

**Call to Order** – Sarah Thomas

The meeting was called to order at 9:06 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:

- Babbi – Approve (& present)
- Janice – Approve (& present)
- Maggie - Approve (& present)
- Patricia – Approve (& present)
- Sarah - Approve (& present)

**Secretary's Report** – Patricia Pitts

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

➤ Christie joined the meeting at 9:08 am.

**Treasurer's Report** – Christie Nicholson & Marnie Jones

The March 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. Patricia seconded the motion. Sarah asked if there was any discussion on the motion. No further discussion. Roll

call to approve motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

Marnie shared updates on bids for the Board’s Audit Proposal, which occurs every three years. This year, the Board bid out 8 firms. The Board’s audit is usually too small for many firms; therefore, the only proposal that was received this year is from the auditor that has been doing audits for the Board for the past several years, Loren Hawley, C.P.A. and her firm, Hawley, C.P.A., P.A.. The firm is small, local and has worked with the Board and other Boards in North Carolina for many years, and offers competitive pricing.

Christie motioned to approve Hawley, C.P.A., P.A. as auditor for the Board. Janice seconded the motion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

Marnie shared an update on the ICS account at Live Oak Bank. A new savings account has been set up to initiate the process with the ICS account and all is going smoothly so far. Every time a CD matures, the money from the CD will be transferred to the savings/ICS account. The account has been set to diversify ensuring all monies will be FDIC insured. No one bank will hold more than \$250k, which is the FDIC threshold for insured funds per Tax ID at each bank. The funds will continue to earn while diversified. Marnie asked if anyone had any questions; there were no questions.

**Public Comment** – Sarah Thomas  
- N/A

**Licensing Administrator Report** – Frances Cheung

Frances reported the total active licensee count at 4,571. Additionally, there were eight Provisional licensees since the last Board meeting on March 14, 2025. Since the last administrative numbers report given on March 14, 2025, there have been 102 new licensees, 63 licensees have gone inactive, and 27 licensees have relinquished.

Late renewal postcards went out to all expired licensees at the beginning of April. An email reminder also went out to all expired licensees in mid-April.

4,298 licensees renewed their licenses by March 31st.  
146 licensees currently have expired status.

**Open Session** – Marnie Jones

The Board discussed considerations on whether to create a separate category called “Retired” for licensees. Currently, there is no differentiation between licensees who have retired from those who have relinquished.

- Henry joined the meeting at 9:20 am.

Marnie shared that if it is a technical change from “Relinquished” to “Relinquished/Retired,” it will be an easy change. However, if the Board would like to create a separate category of “Retired,” this will be more difficult.

The Board concluded that better marketing and information need to be provided for licensees regarding the “Inactive” category, especially for licensees who maintain their RD credential but are not actively practicing.

The Board also discussed reaching out to other Boards to see how they handle categorizing retired licensees, as well as considerations for competency as licensees age. Babbi noted that the Commission is all or nothing – someone is either a RD or not, there is no gray area. Similarly, the Board agreed that a licensee should be either licensed to practice or not.

### **Closed Session**

Maggie 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 V (5) of the Bylaws, Section 4 (3). Babbi seconded the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – 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 and Investigation Committee  
Please see the Investigation report for full details.

**Legal Consultation** – Henry Jones

The Board discussed revisiting the Biochemistry requirement issue with Category F applicants.

- Henry left the meeting at 11:02 am.

Maggie motioned to reopen the meeting at approximately 11:20 a.m. Patricia seconded the motion. No discussion. Roll call to approve motion: Babbi – Yes, 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 for the Investigation Committee to approve letter to send to Intervention Program Participant, whereby the Investigation Committee will continue to have jurisdiction over the matter, including therapeutic testing and reporting back in 3 months. Janice seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

2. Maggie motioned to approve processing applicant ZEMA-L06BB7 and requesting licensee to keep the Board updated on the judgment of her case. Christie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
3. Patricia motioned to approve sending non-disciplinary caution letter to renewal applicant SESS-F9EZKQ and ratify renewal. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
4. Patricia motioned to approve reactivation applicant CHAP-4L9CJO. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
5. Janice motioned to ratify renewal for renewal applicant PITT-ZC1E5, and requesting licensee to keep Board apprised on the judgment of her case. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Recused from voting due to conflict of interest, Sarah – Yes.

**Unfinished Business/New Business** – Marnie Jones

- The Board discussed giving staff the option to make pre-tax contributions to SEP IRA. Marnie shared that she's been told there are no fees to the Board and it may also save the Board some money, as it reduces taxable income. Maggie motioned to explore and move forward with employee contributions to SEP IRA. Janice seconded the motion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

**Public Comment** – Sarah Thomas

- N/A

Christie motioned to adjourn the meeting at 11:28 a.m. Patricia seconded the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.