

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: March 14, 2025

Board Members: Sarah Thomas, Babbi Hawkins, Christie Nicholson, Deanna Didiano, Janice Shannon, Maggie King

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

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

*Absent:* Patricia Pitts

**Call to Order** – Sarah Thomas

The meeting was called to order at 9:09 a.m. A quorum was present. No conflicts of interest were presented.

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

- Babbi – Approve (& present)
- Dr. Didiano – Approve (& present)
- Janice – Approve (& present)
- Maggie - Approve (& present)
- Sarah - Approve (& present)

**Secretary's Report** – Sarah Thomas (for Patricia Pitts)

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

- Christie joined the meeting at 9:10 am.

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

The February 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. Dr. Didiano 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, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

Marnie shared updates on the FDIC Insured Cash Sweep (ICS) Accounts at Live Oak Bank. After speaking with Live Oak Bank to discuss the questions from the Board following the February Board meeting, it was confirmed that the Insured Cash Sweep Accounts is the only option for ensuring FDIC funds. Marnie asked if anyone had any specific requests to not move funds to a specific bank, aside from Wells Fargo, as the Board already has an account with Wells Fargo; no one had any requests.

Maggie motioned to move forward with moving the Board's CD investments into an ICS account with Live Oak Bank. Dr. Didiano seconded the motion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

Marnie outlined the next steps: 1. Open savings account at Live Oak Bank, which will need Board signatures. 2. Set the CD that is currently due to mature this month to move to the ICS account. 3. Going forward, once CDs mature, they will go into the ICS savings account, leaving a maximum of \$250,000 in Live Oak and any funds in excess of that amount being divested to different banks that are FDIC insured, via the ICS savings account.

**Public Comment** – Sarah Thomas

-N/A

**Licensing Administrator Report** – Frances Cheung

Frances reported the total active licensee count at 4,704. Additionally, there were seven Provisional licensees since the last Board meeting on February 21, 2025. Since the last administrative numbers report given on February 21, 2025, there have been 49 new licensees, four licensees have gone inactive, and 34 licensees have relinquished.

An email reminder was sent to all licensees with expiration date of 3/31/2025 at the beginning of March. Another email will be sent on 3/14/2025.

3,105 licensees have renewed their licenses to date.  
1,454 licensees have not yet Renewed/Gone Inactive/Relinquished.

**Closed Session**

Christie 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). Maggie seconded the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

- There were no members of the public to move to the waiting room.

**Investigations** – Marnie Jones

Please see the Investigation report for full details.

- Henry joined the meeting at 9:24 am.

### **Legal Consultation** – Henry Jones

Counsel shared information about bills that have been introduced but not passed yet.

Henry brought up the confidentiality issue of complaints and how to handle them.

The Board discussed revisiting policy amendments on the agenda for a future Board meeting.

- Henry left the meeting at 10:30am.

Maggie motioned to reopen the meeting at approximately 10:30 a.m. Dr. Didiano seconded the motion. No discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

- There were no members of the public waiting to reenter.

### **Open Session** – Sarah Thomas & Marnie Jones

The Board decided to table policy amendments to April.

Actions related to closed session:

1. Janice motioned for Executive Director and Legal Counsel to provide synopsis and backup on Complaint 1BNF1-AVOF1 to present to the District Attorney, per §90-366. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.
2. Maggie motioned to send letter to renewal applicant Foster. Dr. Didiano seconded the motion. No discussion. Roll call to approve the motion: Babbi – Recused due to Conflict of Interest, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.
  - Motion Amendment – Maggie amended the motion to only send letter if renewal applicant Foster pursues renewal. Christie seconded the motion. Roll call to approve the motion: Babbi – Recused due to Conflict of Interest, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.
3. Dr. Didiano motioned to send consent order to reactivation applicant Hambright to suspend her license with a stay and probation for the time period she has been working without a license, with permanent disciplinary action on licensee record. Janice seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

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

- Marnie reminded the Board of the SEI filing that is due by April 15<sup>th</sup>.
- Marnie shared an update on the IT vendor replacement process, going over pros and cons for each vendor who submitted an RFP. The Board discussed considerations, including length of

contract/commitment to services, costs, trainings offered, average response time, number of staff and overall offerings.

- Janice motioned to approve contracting with ComTech as the new IT vendor replacement. Christie seconded the motion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.
- Marnie reminded the Board that she will be out on vacation next week.

**Public Comment** – Sarah Thomas

- N/A

Christie motioned to adjourn the meeting at 10:51 a.m. Babbi seconded the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.