

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: December 9, 2020

Board Members Present: Christina Wilson, Analia Camarasa, Ananya Sen, Patricia Pitts, Amy Beros, Christie Nicholson

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Brittany McAllister, BCNS representative

Absent: Amanda Holliday

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. Patricia Pitts seconded the motion. All approved. Dr. Sen asked if there were any conflicts of interest. None declared.

Secretary's Report –Analia Camarasa

The October 2020 open and closed minutes and November 2020 Rules Committee minutes were reviewed electronically prior to the meeting. Amy Beros motioned to approve the minutes as presented; Christina Wilson seconded the motion. Dr. Sen asked if there was any discussion on the motion. None declared. All approved.

Financial Report –Amy Beros

The October and November 2020 Cash Flow reports, Budget reports, Investment reports and Savings reports were shared with the Board for review electronically prior to the meeting. Amy commented that Charla has called out all discrepancies in her reporting and asked if there were any comments or questions. Charla noted new monthly nominal charge for the storage space rental to house permanent records. Analia motioned to approve the financial reports as presented. Christie Nicholson seconded the motion. No further discussion. All approved.

Administrative Report – Marnie Jones

The total active licensee count is 3,408. Additionally, there is one Provisional licensee. Since the last administrative numbers report given on October 21, 2020, there have been forty new licensees, and zero new provisional licenses issued. Also, since the October 21, 2020 meeting report, zero licensees have gone inactive, and one licensee has relinquished.

Executive Director Report – Charla Burill

Analia 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.

Brittany McAllister left the meeting.

Applicant Janice Shannon – Charla began a guided review of this applicant’s materials that had been sent out previously for Board review.

Investigation Report - Charla Burill

Charla reviewed the November/December investigation report with the Board. See report for details.

Analia motioned to reopen the meeting. Amy seconded the motion. All agreed.

Brittany McAllister rejoined the meeting at 10:25 a.m.

1. **A motion** was made by Analia to close cases 2020-0177 and 2020-0176 for failure to find a violation of the law. Amy seconded the motion. No discussion. All approved.
2. **A motion** was made by Patricia to offer a consent order to applicant Lowman for a Letter of Reprimand for violating the Dietetics Practice Act. Analia seconded the motion. No discussion. All approved. {NOTE: Ms. Christie Nicholson did not participate in review of this matter or this vote due to conflict of interest}
3. **A motion** was made by Patricia to approve the Category F application of Janice Shannon with concerns noted over the lack of exposure to the diabetic disease state. Analia seconded the motion. No discussion. All approved.

Executive Report, Continued... - Charla Burill

Guideline A – Charla Burill

Guideline A was amended to clarify that one cannot delegate the full provision of MNT, for which a licensed is required, to an unlicensed individual. The revision was sent out for review prior to this meeting. Charla reviewed the additions as well as noted the document would be updated with the Board’s new address. Christina made the motion to accept the amendments as presented. Christie seconded the motion. No discussion. All approved.

21 NCAC 17 .0104 - This rule requires an update to both the Board’s street address and the BCNS weblink. Both changes were presented for Board approval to submit to the Codifier of Rules for a Technical change only. Material changes will continue to be discussed among the Rules Committee in January. Analia motioned to approve the technical changes to .0104. Christie seconded the motion. All approve.

Rules Committee Update: The January date for a committee meeting will be finalized after this meeting and sent out.

Stipend Policy – Charla presented a Stipend policy to the Board for review. With two staff members now working virtually, the policy proposes a \$75 monthly non-taxable stipend to compensate for employee personal cell phone and home internet usage. Amy motioned to approve the Stipend policy. Patricia seconded the motion. All approved.

Office Space/Move – Marnie Jones/Charla Burill

Marnie noted that our Preston office has officially been cleared out and movers came on 12/2. The materials from the office were moved to three locations: all unusable office furniture and outdated computer/electronic equipment was inventoried/delivered to the State Surplus Warehouse. All licensee files, active and inactive, were inventoried and delivered to the State Archives for record keeping. All items to be kept permanently, such as some office paper records, office supplies to be used ongoing, and certificates are being stored at Life Storage in Cary, NC, unit #3042.

Current equipment in use has been moved to employees' homes for office use. We will work on transitioning to Zoom phone over the coming weeks. Charla noted again that the NCBDN is welcome to use the Medical Board or Nursing Board conference rooms should we require physical space.

Covid-19 Updates – Charla Burill

With no change in the Governor's Executive Order, the Board continues to support its position as posted on the website. The Board will continue to direct applicants to complete their fingerprints using EITHER a law enforcement entity OR a private third party, as currently allowed for by NC SBI.

Unfinished Business – Charla Burill

N/A

New Business – Charla Burill

- N/A

Public Comment

- Brittany McAllister thanked the Board for working with her and noted that she will be leaving the ANA and a replacement will be assigned soon. She has asked that the Board send meeting notice to advocacy@theana.org.

Analia motioned to adjourn the meeting at 10:53 a.m. and Patricia seconded the motion. All Approved.