

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 19, 2025

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

Call to Order – Sarah Thomas

The meeting was called to order at 9:07 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. Janice seconded the motion. Roll call to approve agenda:

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

Secretary's Report – Patricia Pitts

The October 2025 open and closed meeting minutes were provided for electronic review prior to the meeting. Christie motioned to approve the October 2025 minutes as presented. Janice 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, Patricia – Yes, Sarah – Yes.

Treasurer's Report – Christie Nicholson

The October & November 2025 Cash Flow reports, Savings reports, Budget reports, and Investment reports were sent for prior review to the Board electronically. Dr. Didiano motioned to approve the October & November 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, Dr. Didiano – Yes, Janice – Yes, Patricia – Yes, Sarah – Yes.

Public Comment – Sarah Thomas

- N/A

- Maggie joined the meeting at 9:13 am.

Licensing Administrator Report – Frances Cheung

Frances reported the total active licensee count at 5,135 and the Provisional licensee count at 10. Since the last administrative numbers report given during the last Board meeting on October 17th, there have been 189 new licensees, zero licensees have gone inactive, and zero licensee have relinquished.

Board meetings for the next upcoming 6 months were scheduled. The dates are as follows:

- February 20, 2026
- March 27, 2026
- April 17, 2026
- May 15, 2026
- June 19, 2026
- July 17, 2026

Closed Session

Christie motioned to close the meeting for discussion regarding **Applications**, pursuant to Article 33C of Chapter 143, §143-318.18(6) and Article 5 of the Bylaws, Section 4 (8) and **Legal Consultation**, pursuant to Article 33C of Chapter 143, §143-318.11 (3) and NCBDN ByLaws, Article V (5) Section 4(3). Pat seconded the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Pat – Yes, Sarah – Yes.

Legal Advisement – Henry Jones

Social Security Verification

- Marnie provided updates regarding the new legislation in 93B-14, which requires the Board to verify authenticity of applicants' social security numbers.
- Henry joined the meeting at 9:20 am.

Application Terms and Conditions

- Marnie informed of another legal matter regarding third party applications submitting applications on behalf of applicants.

Institution Credit Conversion Discussion

- The Board discussed Sonoran University's interpretation on credit conversion. This is a closed session matter due to 2 pending applicants whom this would affect.

Accreditation

- Marnie informed the Board of a recent inquiry regarding accreditation, where she learned that BCNS recently changed to accepting institutions that are either regionally *or* institutionally

accredited. In current practice and per current statute, the Board accepts only regional accreditation. Marnie also provided information on recent accreditation changes, including federal guidelines that changed in 2020 and ACEND changes around 2022.

The Board will continue with its process of regional accreditation unless the statute changes. No motion is needed.

- Henry left the meeting at 10:38am.

Application Review – EdComm and Marnie Jones

The Board reviewed the application submission for BChoi.

The Board reviewed the application submission for ADurazo.

The Board reviewed the application submission for YHart.

The Board reviewed the application submission for KAssaley.

The Board discussed the application submission for RHousen.

Maggie motioned to reopen the meeting at 11:33 am. Dr. Didiano seconded the motion. No discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

Open Session – Sarah Thomas

Actions related to closed session:

- Maggie motioned to adopt use of third-party policy for applications. Dr. Didiano seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
- Dr. Didiano motioned to approve the application for licensure for Applicant Choi. Pat seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
- Dr. Didiano motioned to approve the application for licensure for Applicant Durazo, pending verification of official transcripts. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
- Dr. Didiano motioned to send Applicant Hart a letter of deficiency in academic credits. Pat seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
- Dr. Didiano motioned for Education Committee to set up interview with Applicant Assaley to gather more information. Christie seconded the motion. No discussion. Roll call to approve the

motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

- Janice motioned to deny the request from Sonoran University to revise quarter credit conversion rate to 1.25 and affirm current standard quarter credit conversion rate of 1.5. Christie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.
- Pat motioned to approve a one time, 30 day application extension for Applicant Housen. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

Launch of New Website – Marnie Jones

- Marnie shared a soft launch of the new NCBDN website, which has been designed to be cleaner, more modern and more accessible. Along with the new website and new logo, the Board also has new Zoom backgrounds and LinkedIn banner. The Board expressed enthusiasm for the new website and updated branding.

AI Office Policy & Vendor Recommendations – Marnie Jones

- Marnie shared an AI Policy that was created with the Board’s IT vendor, ComTech, which was established to have a secure AI policy in place. ComTech advised the Board to choose an AI tool to approve, and the Board went with Microsoft CoPilot, which is built in to be integrated with Office 365. There is a custom agents paid version, for consideration in the future. The AI Policy authorizes the use of Microsoft CoPilot for approved AI use. In addition, “AI Assisted” should be noted in the title file whenever using Microsoft CoPilot AI use and sources should be cited if the AI assisted documents will be sent externally. ComTech has provided AI tools as a resource for the Board to use and reference, as needed.
- Dr. Didiano motioned to adopt the AI Acceptable Use policy, as drafted. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Patricia – Yes, Sarah – Yes.

Encrypted Email Options – Marnie Jones

- Marnie informed of an encrypted email option that will be added to info@ncbdn.org for \$5/month. No motion is needed.

Update on Compact Discussion – Marnie Jones

- Marnie shared with the Board a meeting that she and Frances had with the Council of State Governments regarding clarifying questions on compact operations.
- An information session on the Dietitians Licensure Compact is scheduled for January 15, 2026. Marnie sent the invite to the Board previously; all are welcome to join the meeting. She will report back to the Board in January after the info session.

Unfinished Business/New Business – Marnie Jones

- Marnie reminded Board members of upcoming Ethics Education training renewals that are past due.
 - Christie was due to renew 9/13

- Dr. Didiano was due to renew 10/27

Public Comment – Sarah Thomas

- N/A

Christie motioned to adjourn the meeting at 11:58 a.m. Pat seconded the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Dr. Didiano – Yes, Janice – Yes, Maggie – Yes, Pat – Yes, Sarah – Yes.