

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: October 17, 2025

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

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. Maggie made a motion to approve the agenda as presented. Christie seconded the motion. Roll call to approve agenda:

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

Secretary’s Report – Sarah Thomas (for Patricia Pitts)

The August 2025 open and closed meeting minutes and September 2025 open minutes were provided for electronic review prior to the meeting. Maggie motioned to approve both the August 2025 and September 2025 minutes as presented. Christie 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, Sarah – Yes.

Treasurer’s Report – Christie Nicholson

The August and September 2025 Cash Flow reports, Savings reports, Budget reports, and Investment reports were sent for prior review to the Board electronically. Maggie motioned to approve the August and September financial reports 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, Janice – Yes, Maggie – Yes, Sarah – Yes.

Marnie reviewed the key points of the Audit Report for Fiscal Year 2024-2025.

- Due to investments being moved to insured savings accounts, this money is now reflected as cash instead of investments, as they were in previous years. Along with this change, in 2024, there was about \$450,000 uninsured. There is \$0 uninsured for 2025.
- The auditor had a question about the SBI fee and whether it counts as income; however, Marnie explained that the amount that is collected from applicants for the SBI fee is more of a pass through fee, as the Board does not profit from the fee. With this explanation, the auditor will continue to note the SBI fee as a pass through fee and not income.
- There are no major questions from the Audit, overall it was a good audit year. The Audit Report will be sent along with the annual reports, due by October 31st.

Christie motioned to adopt the 2024-2025 Audit as final. Maggie seconded the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

Public Comment – Sarah Thomas
- N/A

Licensing Administrator Report – Frances Cheung

Frances reported the total active licensee count at 4,946 and the Provisional licensee count at 12. Since the last administrative numbers report given during the last Board meeting on September 19th, there have been 54 new licensees, zero licensees have gone inactive, and one licensee has relinquished.

Rule Review

Marnie shared an overview of the process for the Periodic Rules Review, which takes place every ten years, per N.C. Gen. Stat. § 150B-21.3A. The NCBDN scheduled Rules Review report is due September 2026. The Rules Review Commission sent a spreadsheet with our agency's Rules, and the Board has to make an Agency determination if each Rule is still necessary or unnecessary.

- Henry joined the meeting at 9:20 am.

Any rules that are due to federal requirement have to be cited; there are none for the Board. Today's Board meeting will be the first Agency meeting classification to determine if each Rule is necessary or unnecessary. The determination will then be posted on the website for 60 days for public comment. The report also goes to OAH and they will post it on their website as well. The Board collects any public comment(s) received and replies to each comment. The rules then go to the Rules Review Commission for re-adoption in August – September 2026.

Maggie noted from the September Board meeting that the Periodic Rules Review is not the time or place to create or change rules. Henry noted that it is possible to amend an existing Rule towards the end of the Rules Review process. He also noted that the Rules for the Board are comparatively small and concise, compared to other Boards.

Maggie asked how the public will know that they can comment and Marnie shared that the notice and information will be posted on the Board's website, as well as OAH's website. Stakeholders will be notified via email.

Maggie motioned to approve the determination that all Rules are necessary and approve posting on website. Christie seconded the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

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), as well as for **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). Christie seconded the motion. No further discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

Investigations – Marnie Jones

Please see the Investigation report for full details.

Legal Advisement – Marnie Jones and Henry Jones

- Marnie and Henry advised the Board about a new bill that has become law, H926, which requires the Board to authenticate applicants' Social Security Numbers and gives the Board the authority to release the information to the Social Security Administration (SSA). An agreement would need to be made with SSA and there is a cost of \$5,000 to enroll. Marnie is unsure if it is a one time or annual fee. For every Social Security Number that is verified on SSA's site, the cost is \$2.25. This process will apply for every new application or reinstatement application.

Application Review – EdComm and Marnie Jones

The Board discussed the drafted Guideline D and reviewed the supervisor qualifications for EMurphy.

- Henry left the meeting at 10:39 am.

The Board reviewed the application submission for JCrenshaw.

The Board reviewed the application submission for ABoisvert.

The Board reviewed the application submission for MPerone.

The Board reviewed the application submission for KMaloney.

Maggie motioned to reopen the meeting at 11:08 am. Janice seconded the motion. No discussion. Roll call to approve motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

Open Session – Sarah Thomas

Actions related to closed session:

- Janice motioned to approve applicant OLSO-1ZBL8P for licensure. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.
- Maggie motioned to approve Guideline D as presented and begin implementation. Christie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.
- Janice motioned to move forward with application for licensure for E. Murphy. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.
- Janice motioned to move forward with applications for licensure for Crenshaw, Perone, Boisvert and Maloney. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.
- Janice motioned to remove applicant Boisvert from the previous motion due to conflict of interest for Maggie and gave a new motion to approve application for licensure for Boisvert. Christie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Recused, Sarah – Yes.

Annual Reports – Marnie Jones

- Marnie shared that the Annual Reports were provided for electronic review prior to the meeting and will be submitted to the state agencies as required once approved. Janice motioned to approve the Annual Reports for 2025. Maggie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

Dr. Didiano Replacement– Marnie Jones

- Marnie shared that she has not received any other recommendations for the new physician Board member seat, aside from the referral from Dr. Didiano.
- The next steps will be to submit Dr. Didiano’s letter of resignation to the Office of Appointments, along with the letter of recommendation from Dr. Didiano for Dr. Chip Watkins.
- Maggie motioned to put forward the resume and application of Dr. Chip Watkins for Dr. Didiano’s replacement. Christie seconded the motion. No discussion. Roll call to approve the motion: Babbi – Yes, Christie – Yes, Janice – Yes, Maggie – Yes, Sarah – Yes.

H926 – SSN Authentication – Marnie Jones

- As noted earlier, there is a new provision in 93B-14, requiring the Board to authenticate the Social Security Number of its applicants. Implementation is currently delayed due to the federal government shutdown. Staff will provide monthly reports and updates to the Board.

Report from AI Conference – Marnie Jones

- Marnie shared information from a recent ComTech conference that she and Frances attended about having an AI policy in place. ComTech also provided some templates that can be used. Marnie will meet with ComTech to discuss safe environments in which the Board may be able to implement and utilize AI Tools, such as a closed system. The Board discussed using AI tools to help review applicants and alleviate some of the burden on staff, as well as creating efficiencies through the use of AI tools.
- The Board also discussed concerns with using AI, such as using AI to take notes. A concern with this tool is that AI notes would create a public record that the Board may be responsible for and which may contain inaccuracies. Marnie noted that there has not been any guidance from the State Records office on AI use or records retention specific to AI use.

Unfinished Business/New Business – Marnie Jones

- Marnie reminded Board members of upcoming Ethics Education trainings that are either past due or due for renewal soon. The Board may incur fines if Board members do not renew in a timely manner.
 - Christie was due to renew 9/13
 - Maggie was due to renew 10/17
 - Dr. Didiano is due to renew 10/27

Public Comment – Sarah Thomas

- N/A

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