

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 18, 2022

Board Members Present: Analia Camarasa, Ananya Sen, Patricia Pitts, Amy Beros, Amanda Holliday, Karen Thomas, Christie Nicholson

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guests: Traci Hobson, *ANA representative*

Call to Order – Dr. Ananya Sen

The meeting was called to order at 9:04 a.m. Dr. Sen read the following information for the Board, regarding holding electronic Board meetings.

Session Law 2020-3, entitled “An Act to Provide Aid to North Carolinians in Response to the Coronavirus Disease 2019 (Covid-19) Crisis,” sets forth, among other things, changes to the way boards may conduct meetings through simultaneous electronic means during the declaration of emergency. These changes will remain in effect until the declaration of emergency ends.

Since the Board has fully transitioned its operations to a virtual workspace, to ensure that the Board is complying with these new requirements and using best practices when meeting, please take note of the following guidelines:

1. Board members must identify themselves by name prior to speaking at any time during the meeting.
2. The Board Chair shall conduct all votes during the meeting by roll call; each voting Board member must identify himself or herself by name before casting a vote.
3. All documents to be reviewed by the Board will be distributed by electronic means in advance of the meeting.
4. Board members must announce themselves when joining or exiting the remote meeting because Board staff must accurately reflect attendance in the minutes and because the Board must maintain a quorum of participating members throughout the remote meeting.
5. All electronic chats, instant messages, texts, emails, etc. between Board members during the remote meeting are public records and must be provided to the Board’s Executive Director, as the Board’s custodian of records, at the conclusion of the remote meeting.
6. Please be mindful of your surroundings and background noise while participating in the remote meeting. When not speaking, please place your microphone on mute; and
7. Members of the public will be provided with the opportunity to watch or listen to open sessions of the remote meetings. However, Board members may continue to make motions to enter closed session, as allowed by law, to which members of the public will not have access.

To ensure a quorum, Dr. Sen asked members to recognize their presence when their name was read:

1. Amanda Holliday – Present
2. Amy Beros – Present
3. Analia Camarasa – Present
4. Christie Nicholson – Present
5. Karen Thomas – Present
6. Patricia Pitts – Present
7. And I, Dr. Sen, am present.

Dr. Sen declared there was a quorum. Dr. Sen asked if there were any existing conflicts. None Reported.

Amanda made a motion to approve the agenda as presented. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

Secretary’s Report – Dr. Sen (for Patricia Pitts)

The February 2022 open and closed minutes were provided for electronic review prior to the meeting. Amanda motioned to approve the minutes as presented; Christie seconded the motion. Dr. Sen asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

Treasurer’s Report – Amy Beros

The February 2022 Cash Flow report, Budget report, Investment report, and Savings report were shared with the Board for review electronically prior to the meeting. Amy noted that the Board has a CD that is maturing and makes the recommendation that it simply rolls over for another 12-month period. Amanda made a motion to approve rolling over the maturing CD into another 12-month CD. Analia seconded the motion. No discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, and Dr. Sen – Yes. [Note, Patricia dropped the call from 9:09 am to 9:11 am, missing this motion vote.]

Amanda motioned to approve the financial reports as presented. Christie seconded the motion. No discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

Public Comment – Dr. Sen

None raised.

Administrative Report – Marnie Jones

Marnie reported the total active licensee count at 3,691. Additionally, there were four Provisional licensees. Since the last administrative numbers report given on February 25, 2022, there had been thirty-two new licensees. Also, since the February 25, 2022 meeting report, seventeen licensees had gone inactive, and three licensees had relinquished. Marnie reported that there are approximately 994 licensees left to renew. Renewal email reminders will go out periodically through the end of the month, and then the “Late postcard” will go out towards the end of the first week of April.

Executive Director Report – Charla Burill

Patricia motioned to close the 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). In addition, the motion closes the meeting to **consider the qualifications**, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or **prospective public officer** or employee under

Article 33C of Chapter 143-318.11(6) and Article V Section 4 (6) of the Bylaws. Christie seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes, and Dr. Sen – Yes.

Marnie moved Traci Hobson to the virtual waiting room to close the electronic meeting.

Application Review

LN applications reviewed.

Investigation Report – Charla Burill

Charla reviewed the cases before the Board on the Investigation report. See report for details.

Public Member Discussion – Charla Burill

Amy Beros will not be seeking a second term in the public member position, and the Board discussed the qualifications that must be met for this position. No resumes were raised for consideration.

Amanda motioned to reopen the meeting. Karen seconded the motion. No discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes and Dr. Sen – Yes.

Marnie readmitted Traci Hobson to the open meeting.

Executive Report, Continued... - Charla Burill

Actions related to closed session:

1. Patricia motioned to renew KOVI-37E2JX upon review of facts and issue the proposed draft letter. Amanda seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes and Dr. Sen – Yes.
2. Amanda motioned to renew applicant DEAN-GCT733 with the issuance of the proposed draft letter. Analia seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes and Dr. Sen – Yes.

Rules Committee Report – Charla Burill

The Rules committee met on 3/17/22 to review preliminary feedback from the RRC attorney. The committee has not yet reviewed the new proposed rules as pre-review feedback on those rules has not yet been received.

Charla took the Board through the rules on screen; the Board noted some additional changes and/or items below were discussed:

.0103 – Capitalize “R”

.0104 – Think through the use of “real-time” the committee spent much time discussing this term.

.0104 – Use of the word “differing” – thoughts? A few people felt it was not necessary and recommended deleted. Noted again need for list of disease states under 21 NCAC 17. 0104(k)(a)(3) – some discussion around a list of minimum disease states noting many LN applicants who have indicated no experience with many disease states. Noted current proposed list modeled after BCNS standards.

.0106 – Remove redundant “territory”

.0112 – The committee did a universal change of all gender-specific pronouns to they/them. Also, changed all references to patients or clients to “patient or client.”

.0113 – Henry has advised raising fees in order to self-insure. No fees have gone up at least in the last 11+ years. Note, the exam fee was raised to the maximum allowed by law to account for the cost the applicant would have to pay directly to the examination board.

WCC Rules – Repealed as no longer relevant since the exemptions were expanded.

.303 – Charla advised the Board to read carefully and bring back comments for discussion.

.0401 – Note Dietetics OR Nutrition to be used. (d) is new language addressing what delegation means, in line with other health professions – Board advised to review and consider.

The Committee set a new date of April 7th at 2:30 pm to meet again. Charla asked all Board members to spend time reviewing these changes and come ready to vote or propose amendments at the April meeting.

Unfinished Business - Dr. Sen

- Sanctioning Guideline edits were reviewed on-screen and provided prior to the meeting. Charla noted that under Voluntary surrender or Voluntary withdrawal, no authority to stop submission of application for one year; actions may be considered by the Board should the licensee choose to apply for reinstatement of their license at a later date.

New Business – Dr. Sen

- Charla asked if Christie had completed the 93B training. Christie could not be heard on the call; Charla will email her after the meeting to confirm.

Public Comment - Dr. Sen

- Traci Hobson noted there was no public comment from her at this time.

Analia motioned to adjourn the meeting at 11:28 a.m. Amanda seconded the motion. No further discussion. Roll call to approve motion: Amanda – Yes, Amy – Yes, Analia – Yes, Christie – Yes, Karen – Yes, Patricia – Yes and Dr. Sen – Yes.