

NORTH CAROLINA BOARD OF DIETETICS/NUTRITION  
BOARD MEETING  
3:00 P.M.  
1135 KILDAIRE FARM ROAD, SUITE 200  
CARY, NC 27511

**[ELECTRONIC ONLY MEETING]**

OPEN MINUTES: October 17, 2022

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

Director: Charla Burill, Executive Director

Ex-Officio: Marnie Jones, Administrative Specialist

Guest: Henry Jones, *General Counsel*, Karen Davis, *Licensee*, & Cindy Schwalb

**Call to Order** – Amanda Holliday

The meeting was called to order at 3 p.m. A quorum was present. Roll call for attendance: Analia – present, Christie – present, Karen – Present, Patricia – Present, Sarah – Present, Amanda – Present.

The agenda was sent out to the Board electronically for review. Christie made a motion to approve the agenda as presented. Patricia seconded the motion. No further discussion. Roll call to approve motion: Analia – Yes, Christie – Yes, Karen – yes, Patricia – yes, Sarah – Yes, Amanda – Yes.

Amanda asked if there were any existing conflicts. None reported. Amanda reminded the Board of best practices under the newly adopted Electronic Meetings Policy.

**Secretary's Report** – Patricia Pitts

The September 2022 open and closed minutes were provided for electronic review prior to the meeting, as well as the September 2022 Rules Committee Minutes. Christie motioned to approve the September 2022 minutes noted; Analia seconded the motion. Amanda asked if there was any discussion on the motion. No further discussion. Roll call to approve motion: Analia – Yes, Christie – Yes, Karen – yes, Patricia – yes, Sarah – Yes, Amanda – Yes.

**Treasurer's Report** –Christie Nicholson

The September 2022 Cash Flow report, Budget report, Investment report, and Savings report were shared with the Board for review electronically prior to the meeting. Analia motioned to approve the financial reports as presented. Christie seconded the motion. No discussion. Roll call to approve motion: Analia – Yes, Christie – Yes, Karen – yes, Patricia – yes, Sarah – Yes, Amanda – Yes.

**Public Comment** – Amanda Holliday

None raised.

**Administrative Report** – Marnie Jones

Marnie reported the total active licensee count at 3,906. Additionally, there were six Provisional licensees, one of which was new since our September 16, 2022 meeting. Also since the last administrative numbers

report given on September 16, 2022, there had been fifty-five new licensees, zero licensees had gone inactive, and zero licensees had relinquished.

### **Closed Session**

Christie 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 **consult with legal counsel** under Article 33C of Chapter 143-318.11(3) and Article V Section 4 (3) of the Bylaws. Patricia seconded the motion. No further discussion. Roll call to approve motion: Analia – Yes, Christie – Yes, Dr. Sen – Yes, Karen – Yes, Pat – Yes, Sarah – Yes, Amanda – Yes.

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

Henry Jones provided the Board with an update and guidance on current legal matters, as well as pertinent applicant and investigative matters.

Brigham resubmission reviewed. Investigation report reviewed; see report for details.

Analia motioned to reopen the meeting. Karen seconded the motion. No discussion. Roll call for approval: Analia – Yes, Dr. Sen – Yes, Christie – Yes, Karen – Yes, Sarah – Yes, Amanda – Yes.

- Karen Davis and Cindy Schwalb rejoined the meeting upon reopening at 3:51 p.m.

Actions related to closed session:

1. Analia motioned to approve applicant Brigham’s application upon recommendation from the Education Committee. Karen seconded the motion. No discussion. Roll Call for approval: Analia – Yes, Dr. Sen – Yes, Christie – Yes, Karen – Yes, Sarah – Yes, Amanda – Yes.
  2. Karen motioned to approve PATE-Y4H0LG with issuance of a non-disciplinary cautionary letter, and to continue processing her license application. Dr. Sen seconded the motion. No further discussion. Roll Call for approval: Analia – Yes, Dr. Sen – Yes, Christie – Yes, Karen – Yes, Sarah – Yes, Amanda – Yes.
- Christie left the call.

### **Rules Update – Amanda Holliday**

For the rules published July 15, 2022 the Board received comments and the Rules Committee recommended changes in consideration of those comments. Those changes had been reviewed by Board members electronically prior to the Board meeting. Charla noted an additional change to unify the language in two of the definitions in .0101. The Board agreed that making those definitions consistent would be best.

Dr. Sen motioned to adopt the rules published July 15, 2022 with the recommended changes from the Rules Committee, as well as with the two changes noted to the definitions in .0101 to align the language. Analia seconded the motions. No discussion. Roll call for approval: Analia – Yes, Dr. Sen – Yes, Karen – Yes, Sarah – Yes, Amanda – Yes.

The Board received no comments on the rules published August 15, 2022. Dr. Sen motioned to adopt the rules published August 15, 2022. Sarah seconded the motion. No discussion. Roll call for approval: Analia – Yes, Dr. Sen – Yes, Karen – Yes, Sarah – Yes, Amanda – Yes.

**Audit** – Amanda Holliday

The final audit was provided by the Board’s auditor Loren Hawley for Board review. No questions were raised. Dr. Sen motioned to approve the final audit as presented. Analia seconded the motions. No discussion. Roll call for approval: Analia – Yes, Dr. Sen – Yes, Karen – Yes, Sarah – Yes, Amanda – Yes.

- Amanda left the call at 4:01 p.m.

**Annual Reports – Charla Burill**

Charla notes that now that the audit has been approved, required annual reports will be sent out.

**Unfinished/New Business -** Dr. Sen (for Amanda Holliday)

- None raised.

**Public Comment** – Dr. Sen (for Amanda Holliday)

- None raised.

Sarah motioned to adjourn the meeting at 4:03 p.m. Analia seconded the motion. No further discussion. Roll call to approve motion: Analia – Yes, Sarah – Yes, Dr. Sen – Yes, Karen – Yes.