

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: July 22, 2022

Board Members Present:

1. Dr. Sen Anaya
2. Amanda Holliday
3. Amy Beros
4. Analia Camarasa
5. Christie Nicholson
6. Karen Thomas
7. Patricia Pitts

Director: Charla Burill, Executive Director

Guest: Dana Filatova, Mandy LaGreca, Traci Hobson, ANA

Absent: Marnie Jones, Administrative Specialist

Call to Order – Dr. Ananya Sen

The meeting was called to order at 9:09 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 Nicolson-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.

Christie made a motion to approve the agenda as presented. 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.

Secretary’s Report – Patricia Pitts

The June 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 June 2022 Cash Flow report, Budget report, Investment report, and Savings report were shared with the Board for review electronically prior to the meeting. 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.

Charla addressed the purchase of a \$50K CD and utilizing savings to make the purchase. Reviewed purchasing CD for \$50,000 for 1 year. Amanda motioned to approve CD purchase for 1 year. 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 – Charla Burill

Charla reported the total active licensee count at 3,760. Additionally, there were ten Provisional licensees, four of which were new since our June 2022 meeting. Also, since the last administrative numbers report given on June 17, 2022, there had been sixty new licensees, one licensee had gone inactive, and six licensees had relinquished. Charla reported that there are approximately fifty-six licensees who Lapsed from the past renewal season.

Executive Director Report – Charla Burill

Amanda 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). 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.

9:39 am-Zoom disconnected the meeting→everyone except guests were able to join back on Zoom by 9:42 am.

Legal Matters/Consultation –Not conducted today since Henry Jones was not available.

Investigation report reviewed; see report for details.

Patricia motioned to open the meeting at 10:18 am. 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.

- 10:19 am- Dana and Mandy joined back into Open Session
- 10:19 am-Zoom disconnected the meeting →all back on by 10:20 am

Actions related to closed session:

1. Regarding public case 2021-0187, Christie motioned to approve the proposed declaratory ruling with the addition of 2 footnotes to address where the quotes came from. 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.
2. Christie motioned to approve proposed cautionary letter issued in case RILE-5V6OIN and continuation of processing license application. 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– Charla Burill

- First set have been published for public review and set public hearing date for 9/7/2022 to receive public comment.
- Second set – noting draft rules had been sent out to the Board prior to the meeting, brief discussion held on what was updated:
 - Changing formatting to be more digestible for public (benchmarking off Board of Dentistry’s format)
 - Certain rules with slight changes based on citation changes/positioning considerations
- Patricia made a motion to approve new section Rules (section 500; repealing 1.6; amendment 11.2); Amy 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. Charla will get filled today.

Controller’s Report: – Charla Burill

- Due July 31st and already submitted by Charla and Amy

D&O policy renewal upcoming– Charla Burill

- Based on 2 different policies
- Discussion held on increasing smaller policy

- Criminal Liability policy (\$100K deductible) – the increase would cover this deductible amount for criminal liability; with this addition, it appears it will still be under budgeted cost

Christie made a motion to approve purchase/change in policies; 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.

Board Positions for July Ballots– Charla Burill

Board positions were discussed based on the following ballot:

Amanda Holliday – Chair

Dr. Ananya Sen – Vice Chair

Christie Nicholson -Treasurer

Patricia Pitts - Secretary

Analia made a motion to approve July 2022 Board Officer Slate; Karen 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.

Policy for Review– Charla Burill

For next Board Meeting, 8/2022, the following topics to be reviewed:

- Some HR Policies
- Accounting Policy
- Travel Policy
- Personal Policies
- Code of Ethics for Board Members

Unfinished Business– Charla Burill

- Accounting Policy: to be discussed in 8/2022
- Email request from RDNs working with transgender, LGBTQ within ED population
 - Referred to Code of Ethics
 - Discussion held on Code of Ethics concerning population

Public Comments– Dr. Sen

No comment

Analia motioned to adjourn the meeting at 12:05 pm. 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