

West Virginia Board of Licensed Dietitians

Date: 4/2/2019 Time: 3:00 PM

Location: 101 Dee Drive, Suite D

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√ - Present X - Absent/Excused

√	Andrews, Peg	Chair	√	Chapman, Jordyn	Admin Asst.
√	Arnold, Susan	Auditor	√	Gould, Mary Kathryn	Secretary
√	Bower, Grady	Treasurer	√	Chapman, Meredith Present via phone for ~20 minutes	WVAND Liaison
			√	Weiler, Mark	Attorney

- I. Call to order – the regularly scheduled meeting of the WVBOLD was held on April 2, 2019, in Suite D at 101 Dee Drive. Peg called the meeting to order at 3:00 PM
- II. Acceptance of Minutes: Upon motion by Grady, seconded by Susan, the board minutes for November 5, 2018 were approved with one edit to add “2018” after the date in order to identify the year. Motion carried.
- III. Continuing Business:

Agenda Item	Discussion	Non-Conforming or Action
KLS Inquiry	KLS called into the board meeting to discuss the concerns of the board regarding verbiage on her facility's website and possibility of practicing medical nutrition therapy without a license. KLS explained what services she provides and indicated she would voluntarily make revisions to the website addressing the concerns discussed.	After the phone conversation, the matter was determined to be closed.
WIC Job Position Description	Not likely to make changes to the job position descriptions.	Mark will see if he can find any additional information.
Treasurer's Report	<p>FY 2019: 2nd and 3rd quarter budget reports were reviewed. The balance as of March 31, 2019 was \$47,739.60. Of the \$38,000 budgeted for FY 2019, \$24,931.75 has been spent with \$13,068.25 remaining for the 4th quarter.</p> <p>FY 2020: the Governor has increased our budget for personnel services (Line items 1200, 1201, and 2202) in order to accommodate the 5% raise for all state employees. Grady provided a proposed FY 2020 budget of \$40,469 (6% increase from \$38,000 –FY 2019)</p>	<p>Upon motion by Mary Kathryn, seconded by Susan, the Treasurer's Report was accepted.</p> <p>Board members will review the proposed FY 2020 budget and vote electronically</p>

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P-Card Report	Reviewed p-card purchases from November 2018 to February 2019. Purchases included monthly internet service, stamps, and registration to WV Treasurer's meeting.	
Budget Narrative	<p>The following goals for FY 2019 were established and met:</p> <ul style="list-style-type: none"> • Turnaround time to issue a license - 1 day • Legislation submitted and approved to reduce the reinstatement fee from \$125 to \$50 • Legislation was requested and approved to require a \$10 fee for paper verification of a license • Worked with Treasurer's Office to allow fees to be paid online • Worked with Treasurer's Office to revise website for transparency • Added the ability to apply online for a provisional license. • Added the ability for licensees to print their licenses • Reduced non-historical papers through approved Records Retention and Disposal schedule 	Will establish new goals for 2020 including creating job descriptions for board positions.
Website Update	<p>The following items have been added or revised on the website:</p> <ul style="list-style-type: none"> • Added search link • Can look up any state agency's budget on website • wv.gov emails of board members are now listed • Can get a list or download list of all licensees • FAQs have been grouped • Links to various websites of interest have been added 	
Inquiries Received	<p>Jordyn reports that she receives very few phone calls. Inquiries received are primarily through email and are not out of the ordinary.</p> <p>Renewals for the 2019-2020 year opened yesterday. No "undeliverable" notifications were received following electronic renewal notifications.</p>	
2018 CE Audit Update	Completed with no problems on November 29, 2018. One alternate licensee was used due to the relocation of a licensee from the original list.	2018 Audit is complete
Complaints	Currently, the board has no open complaints.	No new complaints to date.
Provisional License	An individual with a provisional license is reaching the end of the third and final year for holding this type of license. It is expected that she has moved out of state,	

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	as the certified letter explaining the expiration of the provisional license was routed to Florida.	
Legislative Updates	<p>Licensure and Renewal Requirements – Approved with no questions asked</p> <p>SB 396 – Approved, effective June 6th Waiving the occupational licensing fees for low income and active, retired, reserve, national guard, honorably discharged members of the military and their spouses. Each board will have to update legislative rules</p> <p>HB2489 – Vetoed</p> <p>Regulatory Review and Legislative Rule Submission for 2020 – will have to address SB 396 before the end of June.</p>	The Association of Boards will meet Friday, April 12 to discuss how SB396 will be implemented.
WVAND Conference	Peg will be speaking at the annual conference. She will discuss goals and accomplishments, navigating through the website, and frequently asked questions.	
WVBOLD	<p>Candidate Search for Board Appointments: Meredith mentioned there is no progress from WVAND at this time.</p> <p>Annual Election for Board Positions:</p>	<p>Mary Kathryn stated that Amy Gannon and Mallory Mount are interested in having their names submitted to the Governor for consideration of board appointment.</p> <p>Board members elected to keep their same roles for FY 2020.</p>

IV. New Business

Agenda Item	Discussion	Non-conforming or Actions
Microsoft Office	Grady requested to purchase the most recent edition of Microsoft Office from the state to use on his computer which is used for WVBOLD activities. The cost is \$16 for state employees.	The purchase will be made and deducted from the miscellaneous line

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		item.
Salary Increase for State Employees	Due to the Governor's move to increase state employees' salaries by 5%, the board discussed and supported an increase in Jordyn's pay. After looking over the budget, it was determined the money is available.	Motion to increase Jordyn's salary to \$12.00/hour beginning FY 2020 was made by Grady and seconded by Susan. The motion carried.
Next Board Meeting		Set for Monday, August 12, 2019 at 3 PM.

V. Adjourn Regular Session 4:50pm

MOTION: Motion was made by Grady and seconded by Susan to adjourn the Regular Session of the WVBOLD. Motion carried.

Respectfully submitted,
Peg Andrews, RD, LD
Chair

Mary Kathryn Gould, RD, LD
Recording Secretary

Approved: August 12, 2019