

West Virginia Board of Licensed Dietitians

Date: 11/18/2019 Time: 3:00 PM

Location: 101 Dee Drive, Suite D

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√ - Present X - Absent/Excused

√	Andrews, Peg	Chair			Admin Asst.
√	Arnold, Susan	Auditor	√	Gould, Mary Kathryn	Secretary
√	Bowyer, Grady	Treasurer	√	Wood, Gina	WVAND Liaison
			√	Weiler, Mark	Attorney

- I. Call to order – the regularly scheduled meeting of the WVBOLD was held on November 18, 2019, in the LPN conference room at 101 Dee Drive. Peg called the meeting to order at 2:58 PM
- II. Acceptance of Minutes: Upon motion by Grady, seconded by Susan, the board minutes for August 12, 2019 were approved.
- III. Continuing Business:

Agenda Item	Discussion	Non-Conforming or Action
Office Activities:	01FY2018 complaint: At the previous board meeting, the website continued to list nutrition counseling after the complainant volunteered to change the wording. The board followed up to see if changes had been made.	The wording was changed on the website to nutrition coach and this matter is now considered closed.
	The board discussed if it was obligated to inform an employer whether or not a licensee had renewed his/her license.	It was determined the board is under no such obligation. Employers are able to verify active licenses through the WVBOLD website.

Office Activities Continued:	Additions to the FAQ found on the WVBOLD website were discussed.	Information directing licensees interested in starting a business to the Secretary of State's Office has been added to the website. Information regarding a licensee's responsibility in updating his/her profile has also been added.
Legislative Updates	<p>SB 396 – requires waiving the occupational licensing fees for low income and active, retired, reserve, national guard, honorably discharged members of the military and their spouses.</p> <p>HB 118 – requires each professional and occupational licensing board to write a Rule that would allow an individual convicted of a crime to seek licensure.</p>	Both SB 396 and HB 118 were approved to be submitted to the legislature for the 2020 year.
Auditor's Seminar	Peg and Grady attended on behalf of the WVBOLD.	During the seminar it was noted that if the Board receives a complaint regarding an individual who is potentially practicing without a license, the Board's attorney should be consulted.
Legislative Audit 2020	The WVBOLD is slated for Legislative Audit during 2020.	Board members will meet on January 15, 2020 from 12:00 PM until 5:00 PM to prepare data for the upcoming audit.
FNCE 2019	Susan attended FNCE representing WVBOLD.	

Treasurer's Report	Balance on hand as of November 1, 2019 is \$64,207.61 An overage exists in "Out of State Training" (Line 3243) due to registration for FNCE.	
	The fee for Microsoft doubled in price (\$343.00/quarter) and is now based on the number of users, not the number of computers.	An inquiry will be made, as most board members do not have access to the software and should not be charged for use.
	A bill was received for \$1711.50 from the Office of Information Technology for charges that were incurred 6 years ago.	Further inquiry will be made to verify accuracy of the bill.
	To log into the computer in the BOLD office, it is necessary to use two-factor authentication. Inquiries will be made to see if access without authentication can be made through the Board of Medicine line for ease of access.	
P-Card Report	P-Card purchases from August, September, and October were reviewed. Purchases included monthly internet fees, office supplies, and FNCE fees.	Upon motion by Susan, seconded by Mary Kathryn, the Treasurer's Report and P-Card Report were approved.
License Updates	An update was provided on the number of licensees in the database, which included 497 Active and 7 Provisional.	
WVBOLD Position Descriptions	The board has created position descriptions for Secretary to BOLD, WVBOLD Chair, and WVBOLD Treasurer. Short description for vice chair, recording secretary, and auditor were developed and reviewed.	Job descriptions will be posted on the WVBOLD website.
CE Audit	Twenty-four licensees were randomly selected for the 2019 audit of continuing education hours. The deadline to submit documentation was November 17. All but one licensee submitted acceptable documentation. The last licensee indicated the certificates were on the way.	

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WVBOLD Candidate Search	WVAND has created a list of 8 names to submit to the governor to fill the vacant board position and possibly create a succession plan for existing board members with expiring terms.	WVAND president has all the resumes and the letter to submit to the Governor.
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IV. Next meeting: April 6, 2020

V. Adjourn Regular Session 5:05pm

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