

**West Virginia**  
**Board of Licensed Dietitians**  
Board Meeting  
723 Kanawha Blvd. East  
Room 105 – Union Building  
Charleston, WV

**Date:** November 17, 2008

**Members Present:**

x Helen Lodge	x Frank Markun
x Dee Bartoe	Betty Forbes
x Rick Call via conference call	

**Call to Order:** This meeting was called to order at 5:15 p.m. by Helen Lodge.

A quorum was established.

**Approval of Minutes:** Minutes from the meeting of 9/24/08 were approved.

**Treasurer's Report:**

Financial Information July 1, 2008

Cash Balance 7/1/08	\$42,316.46
2009 Gross Revenue	1,875.00
Revenue Refunds	50.00-
13 Month Expenditures	2,022.98
2009 PFY Expenditures	3,861.10
Revenue Refunds	0.00
<b>Cash Balance End of September 2008</b>	<b>\$38,257.38</b>

Treasurer's report approved as submitted.

Frank also has completed the Liability Questionnaire and forwarded to DeeAnn Turley.

**Annual Audit**

Letters are being sent out to the dietitians selected for this year's annual audit Betty Forbes will report the results at the next meeting.

**Applications approved via board e-mail:**

The following dietitian have applied for licensure from 9/24/08 – 11/17/08

Hollie Best	730	9/24/08
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<b>Kayleigh Dye</b>	<b>729</b>	<b>9/24/08</b>
<b>Bethany Hitchcock</b>	<b>687</b>	<b>10/12/08</b>

**The following dietitian was granted reinstatement after she submitted a new application:**

**Beverly Blough**

## **Renewal Process**

Reminder:

The renewal process for 2009 will be completed on-line again. A post card will be sent to all Licensed Dietitians informing them of the process for on-line renewal. Should anyone prefer to renew by mail there will be a \$5.00 fee for shipping and handling of the renewal package.

This process change will also be addressed in the next newsletter from the WVBOLD

## **License Verification On-line**

Helen will be working with James Doughty to get the WVBOLD files on-line where we can then go forward with On-line Verification.

We will pursue getting DSL for the office.

## **Electronic filing of annual report**

Helen has begun gathering data for filing the annual report.

## **Newsletter**

Helen has prepared a rough draft of the newsletter. The contents were reviewed and suggestions made for additional information to be included. The goal is to have the newsletter ready for the mail on Friday November 28, 2008

## **Safety Training**

**All** Board members will be **required** to complete the Defensive Driving course for the WV Board of Risk & Insurance Management

Login Instructions:

1. go to [www.safetyserve.com/wvbrim](http://www.safetyserve.com/wvbrim)
2. Click on returning student.
3. Type in your EMAIL ADDRESS as your Login ID and WVBRIM as your password and click on "Login"

4. You will be presented with the “My Place” page. Click on **Safety** and then click on **NSC Defensive Driving Course** under available courses to begin the course.  
(You can complete the course in multiple sittings. The course will bookmark your progress upon exiting. Simply follow the same instructions to re-enter the site and return to the course.)

After successful completion of the course, you will have the option to print out a generic certificate from the website for your records.

## **Old Business**

### **File Cabinet**

Helen is pursuing the purchase of the fire proof cabinet.

### **Question submitted to the WVBOLD concerning Diet Techs and tube feeding calculations**

Response was received from the company concerned. The matter has been considered closed.

## **New Business**

### **Keith Investigations**

We have received a request from Keith Investigations looking for a Delores J. Dingess. She has never been licensed as a dietitian in the state of WV. No license # was provided therefore we were unable to see if the name had been changed. Helen responded that we could check further if a license number was available.

## **Next Board Meeting Date**

Meeting will be scheduled in the spring and notice sent out.

## **Adjournment**

6:00 pm

Submitted by: Dee Bartoe RD, LD  
Secretary, WVBOLD  
11/21/08