

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

Date: 5/2/06 **EMERGENCY CALLED MEETING**

Members Present:

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

Guest: Lella Miller – WV State Treasurers Office

Call to Order: This meeting was called to order at 5:05 p.m. by Helen Lodge.

A quorum was established.

Approval of Minutes: Minutes from the meeting of 3/20/06 were approved.

Treasurer's Report:

None needed

On-Line Registration

Lella Miller from the State Treasurers Office met with the Board Members to discuss the On-line Renewals that will be available on the WVBOLD website.

Phase I

- On-line renewals will be available from May 15, 2006 until midnight June 30, 2006.
- The dietitian may log in using his/her License Number and the Last 4 Digits of their Social Security Number.
- The Application as well as the Education Documentation form will be available on-line.
- The final step will be the key stroke that is considered an electronic signature.
- You pay by credit card for the on-line renewal and you have the option to print out a confirmation page.

- The Treasurers office will pull the reports off the site daily and print the renewal forms on orchid paper. These forms will be sent to the Board Office each Friday to file into the individual's file. As the deadline draws closer, the reports will be pulled off the site more frequently.

Phase II

- There will be a PO Mailbox that all other applications will be mailed to.
- A staff member from E-commerce will pick up the paper work from the Charleston Post Office. They will remove the coupon from the form as well as the check. The completed forms will then be delivered to the Board Office. They will take the checks and process them for us.
- We will be able to go on-line and check the daily activity of our account.
- The checks will be deposited the same day that they are received.

Phase III

- At a later date, the Treasurers Office will house our data base. This will allow the Board to access the files without having to be at the Board Office. (Remember, we are a volunteer staff and there is not always someone available who can drive to the office to check a file. This will be much more convenient for both the Board and the members at large.)

Additional Discussion Points

- In the past we were told to hold the checks until July 1st of the fiscal year. But we learned that our checks can be deposited immediately because our account is considered a "Fund Account" and it roles over from year to year. We are allowed to maintain 200% of our annual budget in the fund.
- Helen asked if they can choose to renew on-line next year and not receive the paper mail (in order to save trees etc.)
- Betty asked where the applications are mailed. The dietitians are provided with a self addressed envelope that has the PO Box Number. **MEMBERS ARE NOT TO MAIL**

THE APPLICATIONS DIRECTLY TO THE WVBOLD BOARD OFFICE. If

applications are received at the office, they must be sent to the treasurer's office.

- How will the dietitians know about the on-line renewal? Each dietitian will receive a paper renewal form, the CEU form as well as a letter describing how they can choose to go on-line and renew.
- All initial applications will still be paper applications because of the need for a Notary to verify the signature.
- What is the fee to the Board? There is a Merchant Fee of 2.25% thru the Treasurers Office to cover the cost of the credit charge. This is a very reasonable fee because it is based on a business volume.
- What happens if there is a bounced check? The State Treasurers Office will "charge back" against our fund account and send the check/forms back to us. The Board will then resend the renewal form and request a new check/money order to be resent along with the form. All of these must be received together or there will be a delay in the processing.

THE CHARGE FOR A BOUNCED CHECK WILL BE CHARGED BACK TO THE MEMBER.

- What is the fee for the Lock Box? \$45.00 per year
- What do you want listed if the dietitian is self-employed? There should be a list of all employers the dietitian works for. There are 8 lines available to list these employers.
- What happens with an address change? If you renew on-line, the Treasurers Office will print out the renewal and send it to the Board Office. The secretary will then update the data base at the office. (Remember in the future, this change may be able to automatically happen once the Treasurer's Office begins to house the data base.)
- What program will the Treasurers Office have? The data base will be on Sequel which is comparable to Access – the current data base that is used.
- The Application Forms as well as the Explanation Letter to be mailed to the members was reviewed by the Board.

1. Betty suggested that we add the PO Number of the Lock Box on the WVBOLD website. If this is done, it would also need to be removed after the renewal period.

Annual Report/Review

During the 2006 WV Legislative Session, Helen Lodge, Board Chairman, spoke with John Sylvia – Director _ Performance Evaluation and Research Division – WV Legislature on a regular basis. In a conversation today, April 14, 2006 Mr. Sylvia stated that “She (Helen) could inform the Board that the WVBOLD Sunset has been extended to July 1, 2008. At this time, the Review Committee has not decided if they will “report out” on the activities of the Board from 2001 – 2005 during an Interim Session, at the 2007 Legislative Session or if, in fact, they will report. When they determine their course of action, the WVBOLD will be notified.”

Verification Form

We had received a verification request from Florida and they had inquired as to whether any disciplinary action had been taken against the dietitian. This is the first time this request has been made. It was decided by the Board to add a statement to the verification about any previous actions taken.

Next Board Meeting Date

July 2006 – Date and time to be determined.

Adjournment

5:55 pm

Submitted by: Dee Bartoe RD, LD
Secretary, WVBOLD
5/19/06