

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

Date: 6/9/08

Members Present:

x Helen Lodge	x Frank Markun
x Dee Bartoe	x Rick Call
* Betty Forbes - Via conference call	

Call to Order: This meeting was called to order at 5:30 p.m. by Helen Lodge.

A quorum was established.

Approval of Minutes: Minutes from the meeting of 2/28/08 were approved with one correction.

Frank motioned to approve and Rick seconded. The minutes will be forwarded on to the State Treasurers Office for inclusion on the web site.

Treasurer's Report:

Financial Information
July 1, 2007–April 30, 2008
(Fiscal Year Ending June 30, 2008)

Revenue **\$2,800.00**

Expenses:

001 – Personal Services (with payroll deductions)	\$ 2,100.00
011 - Social Security Matching	160.72
020 – Office Expenses	526.97
021 – Printing and Binding	471.06
022 – Rental	1,313.30
024 – Telecommunications (telephones/FAX)	547.75
025 – Contractual and Professional (attorney fees and other)	894.00
026 – Travel	393.15
027 – Computer Services (processing fee and other)	1,021.64
032 – Insurance	2,079.00
042 – Hospitality	0.00
051 – Miscellaneous	0.00
052 – Training and Development	198.00
053 – Postal and Freight	694.05
054 – Computer Supplies	59.99

058 – Miscellaneous Equipment Purchases	0.00
089 - Bank Costs	64.12
096 – Miscellaneous For Charges	7.61
Account YTD Total	<u>\$ 10,531.36</u>

Cash Balance 07/01/07	\$ 38,916.50
YTD Gross Revenue	2,800.00
Thirteenth Month Expenditures	2,006.48 (rolled over from previous year)
YTD Expenditures	10,531.36
Revenue Refunds	0.00
Cash Balance End of April 2008	\$ 29,178.66

Submitted By:

Frank O. Markun, RD, LD, DHCFA
 Vice Chair/Treasurer
 June 9, 2008

Motion to accept Treasurer Report: Rick motioned to approve and Dee seconded.

Applications:

The following dietitians have been approved via email vote since the last WVBOLD Board Meeting 2-28-08

Abbi Kifer	#697	2-8-08
Linda Dowler	#700	3-6-08
Stephanie Skinner	#701	4-17-08
Jodi Floyd	#702	3-10-08
Jaime Buswell	#703	5-24-08
Judi Barnes-Douglas	#704	4-12-08
Tami Schoepflin	#705	3-31-08
Rachelle Harr	#706	3-31-08
Amy Robinson	#707	5-29-08

Motion to accept the above applicants: Rick motioned to approve and Betty seconded.

Renewal Applications:

At the present time, we have received 159 applications for renewal and 9 requests to be moved to inactive status.

Motion to accept the applicants: Frank motioned to approve and Dee seconded.

Discussion was held concerning the legibility of signatures on the renewal forms. There were several that were completely illegible. It was determined that if this was the applicant’s legal signature, this was acceptable. It is recommended that on next years renewal application there be a space to print your name and then provide your signature.

It was decided to return Cindy Gay’s application because she did not provide a signature at all.

This year Helen has returned the CEU's of those dietitians who had submitted them but it was not their year to do so. The board decided that this will be the last year they will be returned. Next year, if CEU's are submitted and they are not due, they will be discarded. It will be up to the individual Licensed Dietitian to maintain his/her own copies.

New Application:

Laura Lemoine – request for a Provisional License.

Motion to accept the above applicant: Frank motioned to approve and Rick seconded.

New Business

Person Seeking Licensure

Betty has been working with an individual –Cheryl Kimlin- who is a Certified Dietary Manager who has had advanced classes and is seeking recommendations on how she can advance her future. Betty has reviewed her transcripts and determined that she has taken the appropriate classes and could sit for the CDR exam and if she passes could then submit an application to become a Licensed Dietitian. Cheryl has also asked about the possibility of applying to an internship program. Although she may meet the requirements, Betty is unable to sign off on her internship application because she did not attend classes at WVU. Several of her classes were distance classes at various institutions and she may have difficulty finding someone to sign off on her application. The board recommends that Betty notify her of her right to sit for the exam and become a Licensed Dietitian in WV. Cheryl would need to submit this request in writing to the Board Office. The board also recommended that Betty explain that her Licensed Dietitian status would ONLY be good in WV. Also it was recommended to explain to her that although she may become licensed, may hospitals in WV would also require her to be an RD before they could hire her secondary to The Joint Commissions standards.

If Cheryl submits her request, then Betty will contact CDR and determine what the next step is to setting her up to take the exam.

Lease Agreement

The lease agreement is due and the monthly payments will remain the same: \$131.33.

CDR Official Stationary

Helen provided an example of the newly revised letterhead of the CDR.

Travel

Board members who are completing exclusive travel for board functions, i.e. coming to the office to review applications, traveling to purchase office supplies etc. will be reimbursed for their mileage at the current state rate.

Procedure for Retention of Electronic Information

Helen received notification from the state that there have been instances in Federal Cases where all electronic information can be requested for specific cases. When Helen spoke with **JOHN _____??** To gather additional information, he stated that no policy currently exists with the state but if a new policy is implemented, we will be notified.

Performance Evaluation and Research Division (Auditors Office)

They have sent a survey out to all Boards, but Helen was unable to open the attachment. She is to forward to Frank to see if he can open it, and if not, she will contact the state information services department.

On-line Verification

Helen contacted the Pharmacy Board to determine how they complete Primary Source Verification. They have on-line verification that is available for free. They do not consider this an Official Verification. If an individual or company needs official verification, they must submit the request to the Pharmacy Board and there is a \$10.00 fee for each individual verification requested

It is the goal of WVBOLD to have on-line verification available by 2010. Dee will begin working with Lila at the State Treasurers Office to determine the next steps necessary to implement this process.

Verizon – Computer Server Change

Helen has been having some difficulty with the computer housed at her residence. Many times she is unable to open attachments and the system is extremely slow. She has talked to the state and they recommend changing to Verizon's service. Helen has submitted a request to do so. She will also ask them to put the computer at the board office on-line. This will be necessary to make on-line verification available.

Discussion with Board of Medicine and/or Board of Pharmacy in regards to possible merger of office activities.

Neither office is currently interested in taking on more responsibility in their office. They do not have the necessary staff available. Helen is continuing to pursue this idea with other boards.

Election of Officers

The Board has decided to maintain the current officer status.

Rick motioned to approve and Betty seconded.

Safety

Frank reviewed the Standard of Participation in Risk Management. The Board of Risk to completing a survey on Loss Control. Our safety committee has the following policies and procedures as required by the Board of Risk:

- Carelessness in the Workplace
- Concealed Weapons
- Employment at Will
- Pregnancy Discrimination
- Sexual Harassment

Frank asked if all board members had taken the WV Driver Safety In-Service – yes

Safety In-service

There is a new door at the exit in the basement. It has a panic bar. Currently there is no lighted exit sign, but construction is in progress in the basement. The exit door is located in the alcove by the elevators. You turn right at the bottom of the steps and go straight into the alcove. The exit door is on your right.

Next Board Meeting Date

Date and time will be determined at a later date – Tentatively planned for September 2008

Adjournment

6:40 pm

Submitted by: Dee Bartoe RD, LD
Secretary, WVBOLD 6/11/08
West Virginia Board of Licensed Dietitians