

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

**Date:** 7/9/07

**Members Present:**

x Helen Lodge	x Frank Markun
x Dee Bartoe	x Rick Call
x Betty Forbes 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 4/19/06 were approved  
Frank motioned to approve and Rick seconded.

**Treasurer's Report:**

Frank is awaiting the June statement. He will send the end of the year fiscal report when available.

The budget has been completed and submitted. The liability insurance continues to increase yearly.

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

The following dietitian have applied for licensure from 4/20/07 – 7/9/07/07

Shelly Duncan	4/15/07 (had to wait for verification)
Colleen Darling	5/2/07
Judith de la Garza	5/17/07
Barbara Jackson	5/2/07
Peggy Lovelace	5/2/07
Melissa Webber (P)	6/29/07
Lori Knarr	7/3/07
Ann Seseck	7/3/07
Catherine Vandermer	7/9/07
Mary Greene (P)	7/9/07

## **Renewal Process**

The board voted to accept all renewals as submitted.

Concerns from the board:

Some forms did not have the original date of licensure.

Some questioned that they had more than the 20 hours of ceu's. They were told to list the most recent 20.

We want to be able to maintain our own data base. We believe this may eliminate some of the mistakes.

Helen asked for permission from the Board to explore the possibility of merging office activities with another board. WVBOLD would retain their own Board. Approval was given.

## **Speech Pathology**

Frank had received a question from a Speech Pathologist concerning what she would be allowed to "teach" as far as nutrition is concerned. Frank will check the speech pathology website to review their scope of practice. If it says nothing about Medical Nutrition Therapy – he will then respond appropriately

## **Safety**

Frank received a letter from the Department of Risk discussing the requirement for safety policies and procedures as well a safety committee. It was decided that some topic of safety will be discussed at each board meeting and entered into the minutes.

### **Safety Topic for 7/9/07**

Frank reminds all board members to be extremely careful when leaving the building because of the close proximity of the Kanawha Boulevard and the sidewalk.

The Safety Policies and Procedures were unanimously approved by the board. (See attached)

## **Next Board Meeting Date**

Sept 10, 2007. 5:00 pm.

## **Adjournment**

6:00 pm

Submitted by: Dee Bartoe RD, LD  
Secretary, WVBOLD 7/30/07

# **West Virginia Board of Licensed Dietitians** **Policy and Procedures: Concealed Weapons-No Tolerance**

The West Virginia Board of Licensed Dietitians strictly prohibits and does not tolerate weapons at the West Virginia Board of Licensed Dietitians' facility, the their property, or at any board sponsored event.

Weapons include visible and concealed weapons, including those for which the owner has necessary permits. Weapons can include firearms, knives with blades longer than three inches, explosive material or any other objects that could be used to harass, intimidate, or injure another individual, employee, supervisor, or board member.

Workers or board members who violate this policy may be subject to disciplinary up to and including termination.

## **Reporting Procedure:**

If you have any questions, problems, or complaints regarding a violation of this policy, or discrimination in general, you must communicate your concern to a board member. If you feel uncomfortable doing so or if your board member is the source of the problem, condones the problem, or ignores the problem, report this to the attorney attached to the West Virginia Board of Licensed Dietitians in the Attorney General's Office.

If neither of these alternatives is satisfactory to you then you can direct your questions, problems, complaints or reports to Attorney General. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

**Approved: 7/9/07**

# **West Virginia Board of Licensed Dietitians Policy and Procedures: Pregnancy Discrimination-No Tolerance**

The West Virginia Board of Licensed Dietitians prohibits, forbids, and does not tolerate discrimination against anyone on the basis of pregnancy. All employees, supervisors, board members and job applicants are guaranteed the same employment opportunities. No person, or employee, no matter his or her position has the authority, expressed, actual, apparent or implied, to discriminate against a pregnant employee or employment applicant of the West Virginia Board of Licensed Dietitians.

The West Virginia Board of Licensed Dietitians will not deny a job or remove a pregnant employee from a position because the employee is pregnant, considering pregnancy, experiencing any pregnancy related problems. All decisions regarding a pregnant employee's placement in or continuation in a job will be based on the same consideration that governs all employment decisions-the employee's ability to satisfactorily perform the essential duties of the job in question.

## **Reporting Procedure:**

If you have a pregnancy-related question, problem, or complaint, you must communicate your concern to a board member. If you feel uncomfortable doing so or if your board member is the source of the problem, condones the problem, or ignores the problem, report this to the attorney attached to the West Virginia Board of Licensed Dietitians in the Attorney General's Office.

If neither of these alternatives is satisfactory to you then you can direct your questions, problems, complaints or reports to Attorney General. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed.

**Approved: 7/9/07**

# **West Virginia Board of Licensed Dietitians Policy and Procedures: Carelessness in Workplace**

The West Virginia Board of Licensed Dietitians prohibits, forbids, and does not tolerate carelessness, substandard or hazardous work practices within the facility, on its property or while conducting board business.

The West Virginia Board of Licensed Dietitians expects and demands that its employees perform their board/employment duties with care and attention to the citizen needs the safety and welfare of fellow workers and board members, and to The West Virginia Board of Licensed Dietitians quality standards and requirements. Employees/board members who are careless or negligent in performing their job duties will be subject to discipline. Carelessness or negligent behavior or actions may result in discipline up to and including immediate discharge. Employees/board members who fail to respond to The West Virginia Board of Licensed Dietitians effort to correct carelessness may be subject to discipline up to and including discharge..

## **Reporting Procedure:**

If you have any questions, problems, or complaints regarding a violation of this policy, or discrimination in general, you must communicate your concern to a board member. If you feel uncomfortable doing so or if your board member is the source of the problem, condones the problem, or ignores the problem, report this to the attorney attached to the West Virginia Board of Licensed Dietitians in the Attorney General's Office.

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**Approved: 7/9/07**

## **West Virginia Board of Licensed Dietitians Policy and Procedures: Employment-At-Will**

This (employee handbook, memorandum, statement, application, written offer of employment) is not a contract, express or implied, guaranteeing employment for any specific duration. Either you or The West Virginia Board of Licensed Dietitians chair may terminate this relationship at any time, for any reason, with or without cause or notice. No supervisor or board member of The West Virginia Board of Licensed Dietitians, other than the appointing authority, has the authority to enter into any agreement with you for employment for any specified period or make promises or commitments contrary to the foregoing. Further, any employment agreement entered into by the appointing authority shall not be enforceable unless in writing.

**Special note:** This statement should be at the beginning of your employee handbook or with appropriate employee memoranda.

**Approved: 7/9/07**