

**West Virginia Board of Licensed Dietitians
Minutes**

Board Meeting – December 8, 2015

**723 Kanawha Blvd. East
Room 105 –Union Building
Charleston, WV**

Members Present: Grady Bowyer, Mary Kathryn Gould, Susan Arnold, Peg Andrews, and Nancy Hill, Administrative Assistant

Non-Members Present: Frank Markun and Richard McGinnis, Public Member appointed by WVAND as the Consumer Protection Coordinator

Call to Order: The meeting was called to order at 5:00 PM by Chairman Grady Bowyer. A quorum was established.

Approval of Minutes: Minutes of 8/11/15 meeting were approved with a minor change in Richards McGinnis' title. Richard was appointed by the WV Academy of Nutrition and Dietetics (WVAND) as the Consumer Protection Coordinator.

Minutes of 10/6/14 meeting with an editorial change removing a percent sign and replacing it with a dollar sign under fee increase were approved.

Financial Report: A week prior to the board meeting, Frank Markun's appointment to the board was rescinded due to his time in office. Frank has agreed to volunteer and assist the new Vice Chair/CFO transition into the position. He also stated that Linda Lyter, Executive Director of Massage Therapy and Acupuncture, will continue to assist with budget forecasting. Bills for the WVBOLD include rent, parking, telephone, IT, and the Attorney General's service if necessary.

Replacement for Vice Chairman/CFO: Peg Andrews volunteered to take the position as Vice Chair/CFO and board members voted to approve her in this position.

Recommendation for New Board Member: Richard McGinnis will inform the WVAND Board of the need to fill the vacant WVBOLD position. This position is supposed to be filled within 60 days of the vacancy (12/2/15). Several names were submitted for the most recent appointments, but WVAND will need to see if they are still willing to serve. All potential

names are to be sent to Richard by 12/18 and he will submit them to Becky Neal in the Governor's office.

Audit Committee Report: Thirty audit letters and forms were mailed on 10/15/15 to randomly selected licensees who were given a one month timeframe for completion. Susan received 29 of 30. License 554 did not return the information. As this license holder is currently active, a certified letter will be sent requesting submission of the information. If the license holder reports that he/she is retired, then an audit request will be sent to the next person on the list.

Of those who returned the information, 20 had acceptable documentation. Questionable documentation included:

1. Certificates of program completion without signatures. Some of which did not indicate the number of CPEs provided – It was determined that these were likely completed online. Licensees need to be sure to provide additional information regarding the number of CPEs.
2. Copies of presentation PowerPoints – This was not deemed acceptable as presentation notes can be shared. A certificate, receipt, or confirmation letter must be included as evidence of CPE.
3. Some licensees reported speaking at conferences for CPEs – This is not appropriate as the speaker is providing the information, not gaining knowledge.
4. Certificates of completion from ServSafe – We need to ascertain whether or not ServSafe is accepted by CDR

Auditees who returned questionable documentation will be requested to send additional information.

The board determined it would be appropriate to add these issues to the FAQs on the website.

Disciplinary Matters: No issues presented since the last meeting.

New and Provisional Licenses: New licenses: 6 Provisional Licenses: 2
Motion to accept the new and provisional license passed

Database Report: Grady Bowyer met with the treasurer's office and we are now able to have our database exported to Access. With this, we have more flexibility in terms of reports and mailings. These can be customized by active status, lapse status, etc.

Renewals for 2016: The renewal period will be May 1-June 30. After July 1, Treasurer's office will assess the \$25.00 late fee. Since we now have online renewal, would like to phase out using any form of cash/check. Goal is to have all individuals using the online renewal

process, even new applicants. The possibility of printing a temporary license until one is mailed will be considered at a later date.

Application: Revisions to the form for New Applications were reviewed. A discussion ensued regarding the need to bring clarity as to which application an individual is to complete. These need to be clearly stated on the website.

Postcards: A sample postcard providing information on license renewal was reviewed.

A motion to approve the renewal period, revised application, and postcard was made and passed.

Surplus Property: Nancy Hill completed the paperwork to have surplus property removed from the board office. The items were taken 12/8/15.

Concerns: The office was recently contacted with a news media inquiry. It was determined that all media inquiries should be fielded to the Media Relations Chair of the WVAND. That individual's name and number are needed.

Old Business: At the last board meeting a recommendation was made to increase the salary of the Administrative Assistant. After looking into the finances, it was determined that doing so would not be possible because of budget constraints.

New Business: Richard McGinnis attended meetings with AND for public policy, during which he learned that if a state board is going to be experiencing sunset or is attempting to make a change in the licensing law, it is imperative to have a lobbyist. If desired, WVAND can hire a lobbyist to assist in these circumstances.

Next Meeting Date: August 10, 2016 at 5:00 PM

The meeting was adjourned at 7:01 PM.

Respectfully submitted,

Mary Kathryn Gould

Mary Kathryn Gould, EdD, RD, LD
WVBOLD Secretary

APPROVED 8/10/2016