√ - Present Χ - Absent/Excused

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| √ | Andrews, Peg | Chair | √ | Pauley, Alex | Admin Asst. |
| √ | Arnold, Susan | Auditor | √ | Weiler, Mark | Assist Attorney Gen. |
| √ | Gould, Mary Kathryn | Secretary |  |  |  |
| √ | Mallory Mount | Vice Chair | √ | Christina Nelson | Interim WVAND Liaison |
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1. Call to order – the regularly scheduled meeting of the WVBOLD was held virtually on December 1, 2020. Peg called the meeting to order at 3:04 PM
2. Acceptance of Minutes: MOTION: Upon motion by Mallory seconded by Susan, the board minutes for September 2, 2020 were approved. Motion carried.
3. Agenda:

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| **Agenda Item** | **Discussion** | **Non-Conforming**  **or Action** |
| Safety Manual | It has been suggested by WV BRIM, the WVBOLD create a safety manual for its office. | Mark will review the proposed documents for appropriateness. |
| Telehealth | Cathy Shaw could not join us today; however, board members reviewed comments made regarding the proposed telehealth rule and made revisions. Christina will share the draft with WVAND to see if they are in agreement or have any further recommendations. | Mark will review the revised document to assess appropriateness for submission to the legislature. |
| Office Messages | Alex reported the Board office has been relatively quiet and there have been no significant messages received since the last meeting. |  |
| Board Positions | Lay Person: Grady recommended his daughter for the position. After reviewing the responsibilities, if she is interested, her name will be provided to WVAND in order to forward the recommendation to the Governor.  WVAND Liaison: WVAND has reorganized board structure. WVBOLD Liaison used to be a voting member and that is not the case anymore. WVBOLD still thinks it would be a good idea to have a liaison from WVAND to attend WVBOLD meetings. | Peg will contact Grady’s daughter to discuss interest in serving as the lay person to the WVBOLD.  Christina will relay this information to WVAND. |
| Treasurer’s Report | P-card expenses total $601.50 from September-November 2020 and cover internet costs, one FNCE registration, and two registrations for the Auditor’s Seminar. No purchases have been made for office supplies.  Budget:  Current balance: $25,853.12  The Auditor’s Seminar cost $50/person. Alex and Mallory attended the seminar. It appears that one registration was reported under line item 3242 and the second under 3260. |  |
| License Report | Since September the Board office has received 21 new applications and 2 renewals. Many new applicants live out of state and are practicing via telehealth. |  |
| 2020 CE Audit | Twenty-one licensees were audited and all of them sent their records to Susan for review. This is the first year licensees have been encouraged to email CPE verification rather than send through the postal service. Sending via email is the preferred method.  There was an issue with one of the audits. The licensee submitted documentation for 19 CPEs and stated she had additional hours but was not able to produce the verification due to a house fire. The Board discussed this issue and determined it would be appropriate to allow the licensee to try to contact the organization where the CPEs were obtained to try and verify attendance. If that is not possible, the Board will discuss alternatives. | Susan will contact the licensee to discuss ways to provide evidence of the remaining CPE hour required for the audit. |
| Website Updates | A goal of the Board is to improve the WVBOLD website to make the application process more user friendly. Board members discussed how to improve clarity for those seeking applications and various forms on the website. | The Application/Forms section of the website will be reorganized to place applications for new license, provisional license, or renewals in one folder and forms in another folder. |
| WVAND Liaison Report | Christina posed questions about a Sunset Law and eliminating professional licensure in the state of WV. It was reported that no information regarding these issues has recently been provided to the Board office. |  |
| Seminars and Training | FNCE 2020 Virtual Conference: Mallory attended virtually and continues to watch sessions. She reported she has not seen anything of significance in terms of licensing issues covered at FNCE.  Auditor’s Annual Seminar: Alex and Mallory attended in November. |  |
| Educational program request for licensing information | Mallory discussed the need for university programs to ask licensing boards if their graduates are able to practice in respective states. It is likely WVBOLD will receive many questions regarding this issue and will need to develop a response. | Mallory is drafting a message in response to questions regarding the ability of graduates of various education program to practice dietetics in WV. |
| Next meeting |  | March 29  3:00 – 5:00 PM |

1. Adjourn Regular Session 5:04 pm

MOTION: Motion was made by Susan and second by Mary Kathryn to adjourn the Regular Session of the WVBOLD. Motion carried.

Respectfully submitted,

Peg Andrews, RD Mary Kathryn Gould

Chair Recording Secretary

December 3, 2020 Addendum: Between the end of the Board meeting and completing the meeting minutes, Susan reported the licensee who was audited and missing one hour of CPE verification was able to produce documents verifying more than one hour. She, therefore, has reported and verified over 20 hours and her audit is complete.