√ - Present Χ - Absent/Excused

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|  √ | Andrews, Peg | Chair | √ | Keegan, Diane | Board Member |
| √ | Arnold, Susan  | Auditor | √ | Weiler, Mark | Assist Attorney Gen. |
| √ | Gould, Mary Kathryn | Secretary | √ | Reed, Mackenzie | Admin Asst. |
| √ | Mount, Mallory | Vice Chair |  |  |  |
| √ | Rutherford, Kelly | Lay Member |  |  |  |

1. Call to order – a meeting of the WVBOLD was held virtually on March 20, 2023. Peg called the meeting to order at 3:04 PM. A quorum was established.
2. Acceptance of Minutes: Motion #1: Upon motion by Susan seconded by Mallory, the board minutes for December 27, 2022 were approved. Motion carried.
3. Agenda:

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| **Agenda Item** | **Discussion** | **Non-Conforming** **or Action** |
| Introductions/Updates | Diane Keegan – Appointed to the board to replace Peg AndrewsMackenzie Reed – Working remote during her maternity leave |  |
| Complaint | A complaint (01-FY2023) was filed regarding the billing of services for an appointment with a licensed dietitian. The licensed dietitian was contacted and provided her account of the issue and described the billing process. A fraudulent billing practice was not identified. | Motion #2: upon motion by Susan seconded by Mallory the complaint was deemed unsubstantiated. Motion carried. Mark will assist with wording of the response.  |
| CEU Audit Update | 1. A licensee was audited and provided documentation for 17 hours of CEUs. He could not find documentation for the additional three hours and was given the opportunity to complete three additional hours after July 1. Since that time, he has completed 75 hours due to obtaining certification in a specialized area. As a result, adequate CEUs have been documented.
2. Another LD who was audited in the fall did not respond to email or letter. As a result, a certified letter with return receipt was mailed. Verification of delivery was provided with a signature. The certified letter states the individual has until March 31, 2023 to provide documentation of CEUs and is also asked to verify her profile status on the website.

  | 1. The auditing issue for this LD has been resolved.
2. If CEUs are not provided by March 31 and she tries to renew her license for 2023-2024, the license will be denied.
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| Website Update | In the PERD report, it was recommendation the WVBOLD website be changed from a .com to .gov domain. Once .gov domain is approved, we will need to change the administrative and technical contact information. Eric Tolbert has stated there should be no issues with this change to the website once it is completed.  | The Social Security field is working again and Board Policies have been added to the website for transparency. |
| Series 1 and 5 | Comments on Series 1: Completing a renewal application after December 31 will require a manual rather than online process as the system is not set up to function in this way. Mackenzie commented that receiving payments by check is a more involved process but payments will need to be accepted this way to accommodate how the current system is programmed.  | Revisions to both series have been uploaded to the electronic rules filing system. The public comment period will end on April 15 at which time consideration for any recommendations or suggestions will be made. Leslie will be contacted to determine what the next steps are following the comment period.  |
| Onboarding for New Members |  | A welcome letter and forms were sent to Diane. |
| Board Roles | Chair – MalloryTreasurer – Mary KathrynSecretary – DianeAuditor – Susan | Motion #3 was made by Mary Kathryn seconded by Mallory to approve the board roles as shown. The motion carried. |
| WV Code | Peg mentioned a desire to open the code to strengthen the scope of practice to include order writing privileges.  | Peg will provide information to Amy who will report to WVAND and determine interest in opening the code. |
| WVAND | Board Succession – WVAND must submit eight names to the governor’s office for the replacement of one board member. April 27 is the annual WVAND meeting at the John Pastoral Center in Charleston, WV.  | Amy will work with WVAND to provide names to the Governor to replace Susan by July 1, 2023 followed by Mary Kathryn for spring of 2024.  |
| Department of Veterans Affairs Request | The VA is going to create national standards for their employees and has issued a “Notice of Request for Information on the Department of Veterans Affairs Registered Dietitian Nutritionists Standards of Practice.”  | Board members will review the information from the VA to provide opinions. Members will provide Mallory with their thoughts via email.  |
| Next Meeting |  | August 28, 20233:00 – 5:00 PM |

1. Adjourn Regular Session at 4:52 PM

MOTION: Motion #4 was made by Peg and seconded by Susan to adjourn the Regular Session of the WVBOLD. Motion carried.

Respectfully submitted,

Peg Andrews Mary Kathryn Gould

Outgoing Chair Recording Secretary