

West Virginia Board of Licensed Dietitians

Date: Time:

Location: 101 Dee Drive, Suite D

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√ - Present X - Absent/Excused

√	Andrews, Peg	Chair	√	Chapman, Jordyn	Admin Asst.
√	Arnold, Susan	Auditor	√	Gould, Mary Kathryn	Secretary
√	Bower, Grady	Treasurer	√	Wood, Gina	WVAND Liaison
			√	Mark Weiler	Attorney

- I. Call to order – the regularly scheduled meeting of the WVBOLD was held on November 5, 2018 in Suite D at 101 Dee Drive. Peg called the meeting to order at 3:06 PM
- II. Acceptance of Minutes: MOTION: Upon motion by Grady, seconded by Susan, the board minutes for August 27, 2108 were approved with edits. Motion carried.
- III. Informational Items
 - A. Announcements
 - B. Introductions
- IV. Executive Session: Peg motioned to go into executive session to discuss disciplinary issues. Mary Kathryn seconded. Motion Carried.
- V. Executive Session ended at 3:45 PM and Regular Session began.
 - A. Old Business:

Agenda Item	Discussion	Non-Conforming or Action
Chair's Report	<p>FNCE: Peg attended FNCE, the national meeting for the Academy of Nutrition and Dietetics. While there, she attended a meeting with individuals holding positions on other state licensing boards. Peg reported that WVBOLD is in a good position compared with other states regarding rules and regulations.</p> <p>At FNCE, the issue of First Amendment rights was discussed with regard to providing nutrition information to the public. Currently there is a lawsuit between a certified health coach and the Florida Dept. of Health where the health coach is challenging Florida's law that only licensed dietitians/nutritionists can give one-on-one dietary advice.</p> <p>WVAND Meeting – Peg spoke with the WVAND board and asked to present at the annual meeting in April 2019 to describe the role of the WVBOLD and how licensees can contact the board.</p>	Board members will keep monitoring the status of the lawsuit.

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Hospital Conditions of Participation	Gina was asked if WVAND discussed the issue of order writing privileges for dietitians at their board meeting. The issue was brought up, but no ideas were finalized on how to address it. It was discussed that a member of WVAND was going to contact an individual (Pepin) at the national level to seek guidance.	WVBOLD would like to have the President and others from WVAND, as well as RDs in acute care settings to meet and discuss a strategy to suggest a change in the current policy.
Provisional License	A question was received by a board member asking if it was appropriate for an individual who has not yet become registered but who has a provisional license to use the LD credential. A discussion ensued and it was determined that because LD implies the individual is a dietitian, it is not appropriate to use the LD credential until an individual has passed the registration examination.	Individuals with Provisional Permits can document they have the permit, but are not able to use the LD credential until after they have passed the RD exam.
WIC Positions	Currently none of the WIC position descriptions require a registered dietitian as a qualification and use of the word "nutritionist" is not protected in the state. Because it is likely that medical nutrition therapy is conducted in the setting, the board would like to at least have the director of WIC be required to be a Registered Dietitian.	The board will contact the Division of Personnel again to verify position descriptions.
Regulatory Review & Legislative Rule Submission	<p>The review of WVBOLD legislative and procedural rules was presented to and accepted by the Governor's Office (James Bailey) and the Legislative Rule Making Review Committee. A template was created by Chapter 30 boards and will be used to complete the report.</p> <p>Revisions made to Legislative Rule, Series 1 – Licensure and Renewal Requirements were approved as amended:</p> <p>1.5.- date will be updated after final filing</p> <p>4.1.2.3- Reinstatement fee changed from \$125 to \$50</p> <p>4.1.3- <i>A charge of \$10 will be assessed for each license paper verification per state</i>, was added.</p> <p>8.1.2.3 - Reinstatement language removed.</p>	

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Treasurer's Report	<p>As of November 1, 2018, \$14,035.46 has been spent. Individual line items discussed were as follows:</p> <p>3205-Internet, should budget \$1200 as monthly fees are approximately \$100.</p> <p>3206-Contractual Service is budgeted at \$275 and could be used for an investigator if necessary.</p> <p>3324-Treasurer's fees will need to be re-budgeted as the board is charged a 2.25% fee for credit cards and most all transactions for new licenses and renewals are by credit card.</p> <p>P-card charges were reviewed.</p>	
Website Updates	<p>A suggestion was made to remove board member contact information from the website as most email addresses are linked to primary employers of board members. Questions and issues will be filtered through the administrative assistant.</p> <p>An email was sent to all licensees asking if there were questions they would like to have addressed on a FAQ page. At this time, there have been no responses to email.</p> <p>The legislative auditor looks for many items on state websites, many of which the WVBOLD website does not have. The board will take a look at the list and see what the high volume issues are and which ones can be feasibly taken care of in the context of the budget. A 5-year plan will be created regarding upgrades to website</p>	<p>Remove board members phone numbers and emails from the website and use only the board office contact information. Will look at cost for wv.gov email for board members and consider at the next meeting.</p> <p>The board will develop a plan to gradually upgrade the website and will investigate having a search option added.</p>
License Updates	<p>Since August 27, 15 new licenses, including 3 provisional, were issued. Since July 1st there have been 64 electronic license verifications, 33 offline verifications, 13 online renewals and 3 offline renewals.</p>	

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2018 CE Audit	Only two individuals from the audit list failed to respond by the deadline. One stated they relocated out of state and the other said she did not get the original letter. The latter emailed her documents within an hour of being contacted. One licensee from the alternative list was selected for audit to take the place of the individual who moved out of state. The alternate was provided with a deadline of November 15 th .	In the future, the board will request documentation of CE audit be submitted electronically.
WVBOLD Nominations	WVAND board does not yet have any nominations for the open WVBOLD position. The WVAND president has requested board members to ask 2 people if they would be interested. It is not likely they will be able to get 8 people for the governor's list and will send an "all call" email to members of WVAND seeking volunteers.	
Board Position Descriptions	BRIM has asked if WVBOLD has position descriptions for board members. Because descriptions could not be located, new descriptions are being developed.	Descriptions will be finalized by the next board meeting.

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B. New Business:

Agenda Item	Discussion	Non-Conforming or Action
Administrative Assistant's Hour	Jordyn will be taking off the week of Thanksgiving.	A post will be added to the website announcing there will be no office hours the week of Thanksgiving and during the Auditor's Seminar Tuesday, November 27.
Annual Report	The annual report of the WVBOLD is due to the Governor, Secretary of State, & Legislature by December 31.	A draft will be sent to all board members for review in the next few weeks.
Next Meeting	Dates and times for the next board meeting were discussed.	The meeting is scheduled for Tuesday, April 2, 2019 at 3 PM.

VI. Adjourn Regular Session 5:34pm

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

Respectfully submitted,
Peg Andrews, RD
Chair

Mary Kathryn Gould
Recording Secretary

Approved April 2, 2019