

West Virginia Board of Licensed Dietitians

Date: 8/12/2019 Time: 3:00 PM

Location: 101 Dee Drive, Suite D

Page 1 of 5

√ - Present X - Absent/Excused

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

- I. Call to order – the regularly scheduled meeting of the WVBOLD was held on August 12, 2019, in the LPN conference room at 101 Dee Drive. Peg called the meeting to order at 3:00 PM
- II. Acceptance of Minutes: Upon motion by Grady, seconded by Susan, the board minutes for April 2, 2019 were approved.
- III. Continuing Business:

Agenda Item	Discussion	Non-Conforming or Action
Office Activities:	<p>The office received four requests for license verifications through the mail.</p> <p>The office phone line has been out for approximately 3 weeks. People can call in and leave a message, but cannot call out.</p> <p>Complaint: At the conclusion of a phone conversation with KLS and the board during the April 2019 board meeting, KLS stated she would voluntarily remove the inferences to nutrition counseling; however, the website detailing the services offered by KLS continues to promote her as a certified nutrition counselor.</p> <p>Failure to comply with 2018 CPE audit: The individual who did not complete the 2018 audit did inquire about renewing her license for 2019-2020 year. On 6/19/19 she was notified that she needed to submit documentation of her CPEs for the 2016-2018 audit. She responded she would do so the following week, but the board office has never received the documentation.</p>	<p>Verifications were mailed.</p> <p>The phone company is working on the issue.</p> <p>A follow-up phone call to KLS will be made in order to discuss the continued concerns.</p> <p>This individual does not have a current license (2019-2020) in the state of WV. The board will check to see if there are any obligations to notify her current employer of the lack of licensure in WV.</p>

	<p>Late fee complaint: A complaint was received by the office from an individual who had to pay a late fee for license renewal. The licensee stated her email address was incorrect; therefore, she did not receive notification prior to the deadline.</p> <p>Business Start-up: The office has received several questions from licensees about starting their own businesses and whether or not they need permission from the WVBOLD.</p>	<p>The licensee was required to pay the late fee, as the deadline for the renewal period has remained consistent. It was determined that a statement should be added to the FAQ section of the website indicating it is the responsibility of the licensee to keep profile/contact information up-to-date to ensure adequate communication.</p> <p>WVBOLD does not have oversight of business startup, so licensees will be directed to the WV Secretary of State's office where they will find the necessary paperwork to a start business.</p>
Legislative Updates	<p>WVBOLD revisions to reduce the reinstatement fee and add a \$10 fee for mailing license verifications passed without issue</p> <p>SB 396 – requires waiving the occupational licensing fees for low income and active, retired, reserve, national guard, honorably discharged members of the military and their spouses. A similar law was implemented in Florida and their rules for implementation were used as a template for WV. The WVBOLD rule addressing this law was made available for public comments and no comments were received.</p> <p>HB 118 – requires each professional and occupational licensing board to write a Rule that would allow an</p>	<p>WVBOLD Rule addressing SB 396 was made available for public comment; however, no comments were received.</p> <p>WVBOLD Rule addressing HB 118</p>

West Virginia Board of Licensed Dietitians

Date: 8/12/2019 Time: 3:00 PM

Location: 101 Dee Drive, Suite D

Page 3 of 5

	individual convicted of a crime to seek licensure. The WVBOLD Rule has been drafted and is currently available for public comment.	is out for public comment until August 29, 2019.
Treasurer's Report	<p>The End of FY 2019 report was reviewed: \$38,000 was budgeted, with \$33,551.60 spent, leaving a balance of \$4,448.40 for FY 2019.</p> <p>For FY 2020, the total budget was increased to \$40,469 by the governor to account for the state employee raise. As of August 8, 2019 WVBOLD has spent \$4,760.34 with \$35,708.66 remaining.</p>	
P-Card Report	P-Card purchases from April, May, June, and July were reviewed. Purchases included monthly internet fees, a computer program, and office supplies.	
Budget Narrative 2020	<p>The board agreed upon the following goals for 2020:</p> <ol style="list-style-type: none"> 1. Submit rules legislation to comply with SB396 and HB 118. 2. Continue making updates to website. 3. Update board position descriptions. 4. Conduct a safety audit based on BRIM requirements. 5. Prepare for the upcoming legislative audit by completing an internal audit. 	The board will review the components of Chapter 30 and create a list to prepare for the legislative audit. The board will also look at the wvlegislature.org website to view past legislative audits.
Website Updates	<p>The following features have been added to the website:</p> <p>All wv.gov emails of board members</p> <p>2 new FAQ</p>	Two additional items will be placed in the FAQ sections advising licensees to update their profile to ensure proper communication

West Virginia Board of Licensed Dietitians

Date: 8/12/2019 Time: 3:00 PM

Location: 101 Dee Drive, Suite D

Page 4 of 5

		between the licensee and board and instructing individuals to contact the Secretary of State's office for information on starting a business.
Administrative Assistant Position	WVBOLD received 2 applications for the vacant administrative assistant position. Both candidates were interviewed and the position will be offered to Alexandra Pauley at \$11.50/hr. If she accepts the position, she will begin after Labor Day.	Upon motion by Mary Kathryn seconded by Grady, the board approved offering the position to Alexandra Pauley
WVBOLD Position Descriptions	The board has created position descriptions for Secretary to BOLD, WVBOLD Chair, and WVBOLD Treasurer. Short description for vice chair, recording secretary, and auditor will be developed.	The board will create short position descriptions for vice chair, recording secretary, and auditor.
CE Audit	Twenty four licensees were randomly selected for the 2019 audit of continuing education hours. The numbers selected were: 128, 182, 226, 13, 168, 223, 198, 159, 155, 200 154, 53, 97, 212, 152, 225, 31, 135, 100, 176 101, 233, 180, 217	Susan will identify the names associated with the numbers and initiate the audit.
WVBOLD Candidate Search	WVAND has created a list of 8 names to submit to the governor to fill the vacant board position and possibly create a succession plan for existing board members with expiring terms.	Gina will send a letter to the governor including the names and ideas for succession.

West Virginia Board of Licensed Dietitians

Date: 8/12/2019 Time: 3:00 PM

Location: 101 Dee Drive, Suite D

Page 5 of 5

IV. New Business

Agenda Item	Discussion	Non-conforming or Actions
Active shooter mitigation strategies	The board reviewed BRIM strategies to implement in the event of an active shooting situation and discussed those, and others, that could be taken in BOLD office.	A plan will be developed for an active shooter scenario and a list emergency numbers will be compiled and placed in the office
Next meeting	November 18, 2019 at 3:00	

V. Adjourn Regular Session 5:55pm

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

Respectfully submitted,
Peg Andrews, RD, LD
Chair

Mary Kathryn Gould, RD, LD
Recording Secretary

APPROVED 11/18/2019