

**West Virginia Board of Licensed Dietitians
Minutes**

Board Meeting – April 30, 2018

**101 Dee Drive, Suite D
Charleston, WV 25311**

Members Present: Peg Andrews, Grady Bowyer, Mary Kathryn Gould, Joan Starliper

Members Absent: Susan Arnold

Non-Members Present: Meredith Chapman, liaison from WVAND as the Consumer Protection Coordinator and Mark Weiler, Assistant Attorney General

Call to Order: The meeting was called to order at 3:58 PM by Peg Andrews, chair. A quorum was established.

Approval of Minutes: There was an edit to the tense of a word from the 11-9-2017 minutes: "was" to "were". Following this, a motion was made and seconded to approve the minutes as corrected. **Motion #1** to approve the November 9, 2017 meeting minutes passed.

Treasurer's Report: Grady provided Purchase Card statements for FY 2018, as well as the third quarter budget report. The FY 2018 budget was set at \$33,000. To date, we have spent \$23,885.62 with \$9,114.38 remaining for the fourth quarter. As of April 30, 2018, the cash balance was \$34,772.18. The need to increase the budget to \$38,000 for FY 2019 was discussed. This change is primarily due to the projected increased cost for personnel.

Motion #2 to increase budget from \$33,000 to \$38,000 for FY 2019 was approved

Website Update: The electronic application for new licensees was initiated and is working well. The application is submitted and then, the individual receives an email requesting payment. At this time the Social Security number is provided and prepopulated in the database.

There have been several requests to change the open enrollment timeframe for renewing licenses from May 1st to April 1st and board members agree this would be a good idea. With this change, licensees would receive an email at the end of March announcing the renewal

period. **Motion#3** to change the beginning of the renewal period from May 1 to April 1 was approved.

Complaints:

02-FY2018 – did not submit CPE documentation as requested during the random audit. This individual was contacted by certified mail, email, and phone, but has never responded. It was decided that since this is the renewal period for FY 2019, if the individual submits an application for renewal, it will be rejected as the continuing education requirements were not met. June 30, 2018 will be the last day for this individual to renew. If no renewal is requested, the license will fall into lapsed status. If at some point, the individual seeks a reinstatement of the license, it would be rejected due to failure to report CPE activities. At that time, the individual would be sent a certified letter outlining the reason for rejection and providing an opportunity to have a hearing.

01-FY2018 – E-mails have been received with complaints about this individual and program being presented. The complainants have described bad outcomes with regard to laboratory values. The individual offering the program has been contacted, but has not responded. The next step will be to set up a call with the individual or the head of the company employing the individual.

The person who initiated the complaint will be provided a status update through certified mail by June 1, 2018.

Issue #3 – A provisional license holder is approaching the end of the provisional license period and has yet to notify the board office of passing the CDR exam. If this individual attempts to renew the license, the status would be moved to “non-licensed” as the requirements of licensure have not been met. A certified letter would then be sent providing an explanation for the denial of licensure and outlining the appeal process. .

Hospital Condition of Participation:

The board office receives multiple inquiries about order writing privileges for RDNs. CMS has stated that a qualified dietitian can place diet orders; however, the facility’s medical staff has to improve and include in hospital policies. Title 64, Legislative Rule, WV Division of Health, Series 12, Hospital Licensure has not been updated to reflect the federal revisions. Section 7.3.k, “All therapeutic diets, including between meal nourishments, shall be prepared and served as prescribed by the attending practitioner,” is in opposition to federal guidelines. Board members agree that WVBOLD and the WV Academy of Nutrition and Dietetics (WVAND) need to collaborate and encourage revision. Mark will try to find out who would be responsible for revising the Hospital Licensure.

Legislative review: A request was made to increase the licensure fees, as they have not been increased in 20 years. Peg and Grady attending hearings to answer questions and ultimately HB 4079 supporting the increases were passed with an effective date of April 1, 2018.

New Business:

Renewal Notices: Notices of the renewal period will go out electronically and will indicate whether or not it is a year in which the licensee is required to document 20 hours of CEUs within the past two years. In FY 2020, this process will be completely electronic and no cash or checks will be accepted, only credit cards.

Applicants for office vacancies: Four applications for the open administrative assistant were reviewed. Peg and Grady interviewed and recommend the hiring of Jordyn Chapman.

Motion #4 to hire Ms. Chapman was approved. She will be offered \$10.50/hour to start, and will receive a performance evaluation at 3 months with the potential to increase her pay to \$11.00/hr. After the 3 month probationary period, she will receive an annual evaluation.

Primary Source Verification: The board office is receiving many requests to provide letters verifying licensure status. As we are trying to complete most tasks electronically, the board discussed adding information to the website describing how to verify an individual's license electronically. If a paper copy is required, a \$10.00 processing fee will be charged. **Motion #5** to add license verification instructions and fee information for paper copies was approved.

Next Meeting Date: Tentative August 27, 2018, 3:00 – 5:00 PM

The meeting was adjourned at 5:42 PM.

Respectfully submitted,

Mary Kathryn Gould

Mary Kathryn Gould, EdD, RD, LD
WVBOLD Secretary

APPROVED 8/27/2018