

**West Virginia Board of Licensed Dietitians
Minutes**

Board Meeting – August 27, 2018

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

Members Present: Peg Andrews, Grady Bowyer, Susan Arnold, and Mary Kathryn Gould,

Non-Members Present: Jordyn Chapman, WVBOLD Administrative Assistant; Gina Wood, Public Member appointed by WVAND as the Consumer Protection Coordinator; Mark Weiler, Assistant Attorney General

Call to Order: The meeting was called to order at 2:56 PM by Peg Andrews, chair. A quorum was established.

Approval of Minutes: An edit to the Minutes from the April 30, 2018 meeting was made. The zip code of the meeting location was corrected to 25311. After the correction was made, the Minutes were approved through Motion #1.

2017 CEU Audit: An active 2017-2018 licensee did not submit documentation of CEUs after being randomly selected for CEU audit. A certified letter was mailed and received by the licensee; but evidence of CEUs was never received. The licensee did attempt to renew the license for the 2018-2019 year, but the renewal was denied due to failure to present documentation of CEUs. A request has been made for the former licensee to return any printed copies of a 2018-2019 license; however, none have been received at this time. A request to return any printed copies of a new license was made through certified letter, along with notification of 2018-2019 license denial.

Three Year Provisional License: After three years, a provisional licensee failed to show documentation of successfully completing the Registered Dietitian Examination and becoming a Registered Dietitian through the Commission on Dietetic Registration. The extension granted by the board has ended and the individual no longer holds a license to practice dietetics in West Virginia.

Complaint: Communication was made and complainant denies engaging in duties performed by a licensed dietitian. Approximately 30 days before the next board meeting, the

website will be reviewed for information regarding Medical Nutrition Therapy. It will then be determined if further action should be taken.

Treasurer's Report: Fiscal Year 2018 ended with a total of \$30,719.21 spent (\$3381 on P-Card) resulting in a balance of \$7,280.79. The Governor approved the FY 2019 budget increase request from \$33,000 – \$38,000. Motion #2, to approve the Treasurer's Report, was passed.

Website Update: All updates to the website for online renewal and applications for active and provisional licenses appear to be working as designed. No issues were noted in the 2018-2019 renewal process.

Renewal and New Licenses Report: The current licensee numbers are as follows: 462 active and 13 provisional for a total of 475.

2018-2019 Continuing Education Audit: The CEU audit for this fiscal year includes those who were initially licensed in an even year. Ten percent of 176 active licensees resulted in a random drawing of 18 LDs plus 2 alternates. Licensees will receive a letter requesting documentation of CEUs be provided for the audit.

Legislative Updates for 2019 Session: The following two changes were submitted for legislative review:

1. A reduction in the license reinstatement fee from \$125 to \$50.
2. A \$10 assessment for every license verification requested to be mailed to another state.

Hospital Conditions of Participation: Currently, Title 64, Legislative Rule, WV Division of Health, Series 12, Hospital Licensure, Section 7.3.k has not been updated to reflect current CMS guidelines enabling Registered Dietitians to write diet orders. The board would like members of WVAND to be aware of this in order to see if there is interest in creating a petition to have the WV Division of Health update the hospital licensure rule. Gina will inform the WVAND board of this issue.

Regulatory Review & Legislative Rule Submission: State boards are now required to review their rules and provide information addressing how often they have been revised and if there is a current need for revisions. These reviews are due November 1. At the Association of Licensing Board meeting, the Dental Board shared a format they used and the Association adopted the format. Grady prepared a review of the WVBOLD's five rules that include a description and justification of the rules, as well as dates when revisions were

made. Board members are to review these documents and provide feedback before they are submitted.

WIC Job Position Descriptions: During the 2018-2019 renewal period, the WVBOLD was contacted by an employee of WIC stating that because the job description does not require a registered/licensed dietitian, the individual does not need to be licensed to hold this position. Because clients of the WIC program may require medical nutrition therapy, the board believes that Regional Nutrition Directors of the program should be Registered and Licensed Dietitians. Mark will make some inquiries regarding how to proceed with this request and if it is viable.

Additional Money in Travel Line Item: The public member of WVBOLD made a suggestion to increase money in the travel line item to send one member of the board to a national meeting in order to remain abreast of current ideas and issues in the field. This would also serve as an incentive to future prospective board members to engage in service to the profession. Motion #3 to send one board member per year to a national meeting of the dietetics profession was approved.

Administrative Assistant: The three month probationary period for the administrative assistant will end next week. Jordyn is a fast learner and has been very efficient in her work. The board would like to increase her salary from \$10.50/hr. to \$11.50/hr. Motion #4 to increase the salary of the administrative assistant was approved.

Vacant Board Position: Due to the resignation of Joan Starliper, it is necessary for WVAND to provide the Governor with recommendations for her replacement. Gina will relay this message to the WVAND board.

The next board meeting is scheduled for November 5, 2018 from 3:00-5:00 PM.

The meeting was adjourned at 4:53 PM.

Respectfully submitted,

Mary Kathryn Gould

Mary Kathryn Gould, EdD, RD, LD
WVBOLD Secretary

APPROVED 11/5/2018