

**West Virginia Board of Licensed Dietitians  
Minutes**

**Board Meeting – November 9, 2017**

**723 Kanawha Blvd. East  
Room 105 – Union Building  
Charleston, WV**

**Members Present:** Peg Andrews, Susan Arnold (via conference call), Grady Bowyer, Mary Kathryn Gould

Members Absent: Joan Starliper

**Guests Present:** Richard McGinnis (WVAND Liaison)

**Call to Order:** The meeting was called to order at 4:30 PM by Peg Andrews, chair. A quorum was established.

**Minutes:** Motion #1 to approve the minutes from both the August 14, 2017 and October 4, 2017 meetings was approved.

**Treasurer's Report:** The account balance as of today is \$48,427.40. The per diem line item has been a bit higher, as Grady has filled in during the transition of administrative assistants. Purchases made include a cross-cut shredder to destroy sensitive material, a postage scale, printer ink, hanging folders, and 21 cent stamps to provide the additional postage for large envelopes rather than use another 49 cent stamp. A quote of \$1498.63 was provided by Dunbar Transfer to move the office contents to the new location. The new property manager has agreed to move us at no cost, which saves ~\$1500.

**CE audit:** Susan mailed 24 letters informing licensees they had been randomly selected for audits the first week of October, and provided November 15 as the deadline to submit documentation. Nineteen licensees have returned their information. Susan will draft a letter and Grady will email to the 5 individuals who have not returned their documentation reminding them of the deadline and that without substantiated documentation, their license will be suspended.

The board will discuss developing a procedural rule regarding failing to submit CEs in a timely manner at the next board meeting.

For the 2018-2019 audit, the board will need to emphasize to those being audited that CPE certificates need to be completely filled out (name and registration number) in order to be valid.

**Office move:** The current office in the Union Building is beginning to be cleared out. The new office is located at 101 Dee Drive, Suite D. Other occupants in the new location include the Board of Medicine and Licensed Practical Nurse (LPN) Board. The office offers parking and easy walk-in access. Our space is 224 sq feet and will cost \$275/month. We will be increasing our cost \$75/month. Rent begins Dec. 1<sup>st</sup> but we are able to move in a few days before (either Nov. 28 or 24 if the weather is bad on the 28<sup>th</sup>). WVBOLD office will be closed for two weeks beginning the week of Thanksgiving. The official reopening is Dec. 4 and this information will be posted to the website.

**Retention Policy:** At this time, a policy outlining the retention of documents does not exist for the WVBOLD. Board members used an example from the LPN Board and made revisions/tailored guidelines to the type of documents kept by this office. Peg will make the revisions and send an electronic copy to the board for review. Motion #2 was made and approved stating if a majority of board members rules in favor of the revision the document will be adopted as the record of retention policy.

**Lease:** The lease for the new office on Dee Drive was presented. Motion #3 to accept the lease as presented was approved.

**Legislative rules:** A call was received in the board office from the Legislative Rules Review Committee seeking documentation on why an increase in fees was proposed by the board. Grady replied the fee increase was necessary due to an increase in rent, attorney fees (\$100/hr) accrued several times in last 2 fiscal years, and the rising cost of board member travel. It was also noted that the fees have remained the same since 1997. The Legislative Rules Committee meeting will be either December 1, 2, or 3. Grady will be attending the meeting.

The meeting was adjourned at 6:00 PM.

Respectfully submitted,

*Mary Kathryn Gould*

Mary Kathryn Gould, EdD, RDN, LD  
WVBOLD Secretary

APPROVED 4/30/2018