**West Virginia Board of Licensed Dietitians**

**Minutes**

**Board Meeting – August 14, 2017**

**723 Kanawha Blvd. East**

**Room 105 – Union Building**

**Charleston, WV**

**Members Present:** Peg Andrews, Susan Arnold, Grady Bowyer, Mary Kathryn Gould, and Joan Starliper (via phone)

**Non-Members Present:** Nancy Hill, WVBOLD Administrative Assistant and Richard McGinnis, Public Member appointed by WVAND as the Consumer Protection Coordinator

**Call to Order**: The meeting was called to order at 4:00 PM by Peg Andrews, chair. A quorum was established.

**Approval of Minutes:** Motion #1 to approve the minutes of the November 28, 2016 meeting passed.

**Treasurer’s Report:** FY 2017 budget was $34,957.00 and at the end of the year (June 30, 2017) the WVBOLD had spent $24,518.80. No money was taken by the state this year. FY 2018 budget is based on $33,000. Account balance as of August 14, 2017 was $53,632.33. Motion #2 to approve the Treasurer’s report as presented was approved.

**CE Audits:** The audit for 2016 was an even-year audit, meaning fewer people were audited. Ten percent of licensees resulted in 16 people being audited. Letters were mailed October 3, 2016 requesting documentation of 20 hours of CPEs over the period of July 1, 2014 – June 30, 2016 by November 15, 2016. By the deadline, 13 satisfactory replies had been completed. The three who did not respond had either moved out of state or had not renewed their license in 2016. Three additional people were selected from the alternate license numbers. Those letters were mailed November 29, 2016 for submission by December 21. All CPE documentation was acceptable and no further action was needed. Emails were sent to all of the respondents to let them know that their documentation was received and accepted.

As this is an odd-year, 10% of 243 licensees (24) will be audited. Board members randomly drew 28 numbers between 1 and 243. The last 4 will be used as alternates.

Numbers drawn were as follows:

136, 32, 198, 205, 236, 210, 108, 127, 154, 238, 158, 110, 93, 209, 64, 143, 134, 144, 203, 117, 139, 113, 199, 10

Alternate: 52, 116, 145, 152

These numbers correspond to an alphabetical list of licensees who obtained their license in an odd-year; they are not license numbers.

Audit request letters will be mailed in early October with a November 15 deadline.

**Complaint Follow-up:** Two complaints (a scope of practice issue and information in a newspaper article) and one question from a national weight loss provider were received in the time since the last board meeting. Each complaint/question was reviewed by the board’s attorney in the Attorney General’s office.

A licensee questioned why the board does not make its budget public. A summary of the Treasurer’s Report is available in the minutes of each board meeting and is provided on the website once the minutes are approved. Additionally, information on the budget will be supplied upon request.

**Increasing the License Fee:** The proposed fee increase was sent out for public comment in April 2017. Fees have not been increased since 1997 and changes were proposed in order to cover increasing expenses related to personnel, rent, technology, and attorney consultations. Following the public comment period, the proposed increase was refiled and submitted to the Legislative Rulemaking Review Committee. The proposed fees are as follows:

Original license - $75

Renewal - $75

Provisional - $75

Late Renewal - $125

Reinstatement - $125

**P-card Report**: Between July 1, 2017 and August 14, 2017 9 bills have been paid using the p-card and the system appears to be working well.

**Online Renewal of Licenses**: Overall, the online renewal of licenses for FY 2018 worked very well. Several licensees inquired about when their license would arrive in the mail and those individuals were reminded that the board will no longer mail certificates, as they can be printed by the licensee immediately following the online renewal process. Compliments were received about the ease of the new process from active licensees and hospital HR departments because they now have immediate primary source verification.

To improve the process, board members discussed providing instructions on the website to go to the link where certificates can be printed and moving the most recent certificate from the bottom to the top of the list for ease in identification of the most current license.

**Call Logs:** Currently, a written log of questions directed toward the WVBOLD is maintained in the office. Since board members are located in multiple parts of the state, we will look into putting a board members only log on the website so all members can see what questions have been asked.

**Goals, Objectives, and Performance Measures:** The WVBOLD has met the majority of its goals established in 2015.

1. Decrease the average turnaround time to issue a license within three days.

2017 – same day online renewal; performance measure met

1. Enhance the website by the end of FY 2017 by adding application forms and frequently asked questions, updating the listing of all licensed dietitians, allowing licensees to pay fees using their debit or credit cards, and providing more space for continuing education descriptions on the application.

2017 – website revisions complete; goal met

1. Add to the website the ability to have employers confirm a member’s status online by the end of FY 2017.

2017 – goal met

Goal for FY 2019 is to revise the provisional permit application to ensure it is not confused with the initial application for Registered Dietitian Nutritionist who are applying for their first license in the state, as well as to enable provisional and first-time licensees to obtain their license electronically.

**Building Update:** The building manager of the current office space would like to relook at the lease which expires in October. The board will look at other options as there are maintenance and safety concerns with the current location.

**Board Positions:** Board members agreed to continue in their current positions:

Chair: Peg Andrews

Treasurer: Grady Bowyer

Secretary: Mary Kathryn Gould

CPE Audit Chair: Susan Arnold

**Administrative Assistant:** Effective August 14, 2017, Nancy Hill has resigned from her position as Administrative Assistant. In the interim, Grady Bowyer has agreed to act as the administrative assistant per diem for a flat rate of $150/week.

**Document Storage:** The state archives office will be contacted in order to inquire as to how long certain documents need to be kept.

The next board meeting has been scheduled for November 6, 2017 from 4-6 PM.

The meeting was adjourned at 6:30 PM

Respectfully submitted,

**Mary Kathryn Gould**

Mary Kathryn Gould, EdD, RDN, LD

WVBOLD Secretary

APPROVED 11/14/2017