

West Virginia Board of Licensed Dietitians
Monday, October 6, 2014 at 5:00 PM
Minutes

Meeting was called to order at 5:10 PM with a quorum established.

Attending: Helen Lodge, MS, RD, LD, Chair, Frank O. Markun, MBA, RD, LD, Betty Forbes, MS, RD, LD (via telephone), Rick Call

Absent: Adrian Richard McGinnis, WVAND Board Liaison

Approval of previous minutes-June 23, 2014-accepted for filing

Treasurer's Report-Frank Markun gave balance of accounts and had the report filed with Secretary.

Approval new licensed dietitians since last meeting were discussed and accepted by committee, record placed with Secretary for filing.

REVIEW OF RENEWAL PROCESS

ACTION: The WV Treasurer's Office mailed postcards to licensed dietitians by May 1st apprising licensees of the online availability. A few postcards came back with undeliverable stamped on them. Have looked at the addresses and some were for lapse status people. Will asked the Treasurer's Office to check the data base and make sure we only get Active licenses next year. Those requesting a paper copy will be required to pay a \$5.00 processing fee.

AUDITING OF ALL LICENSEES FILES

ACTION: An audit is being performed to verify that the database and files are consistent as they are placed into the fireproof file cabinet. Once done a list of even year licensees will be printed and sent to Frank to have the company generate a random sampling for Betty to send out letters to.

TELECONFERENCING

ACTION: It was discussed that we need to call IT support line to find out how to hook up new telephone conference call system that was purchased recently. This new telephone will allow us to speak and hear callers clearly.

FEE INCREASE

ACTION: Discussed best way to pursue increasing the licensing fee from \$50.00 to \$100.00 through Rules and Regulations. We will have Helen find out correct procedure for doing this for next Fiscal year.

REVIEW OF POLICIES FOR BOARD

ACTION: Helen assigned to find a group of Registered and Licensed Dietitians in the area that would be willing to review all policies and procedures that have been established by this Board and give suggestions for improvements. They will meet over the winter and have a report by the Spring meeting.

OFFICE PROCEDURE

ACTION: Review and approve a new reinstatement form for use after August 31st of each year for those licensed dietitians that have gone into lapse status and want to be reinstated. This will avoid the need to have them fill out the long form again, creating more paperwork to file. It was accepted to start using the new form immediately.

ANNUAL REPORT

ACTION: Helen suggested that the Board purchase a large screen for desktop because it is very difficult to put together the annual report with the existing one. This report is due by December 31, of every year. Motion made and accepted to have her purchase a large flat screen monitor to help with the production of annual reports.

OLD BUSINESS

ACTION: None discussed

NEW BUSINESS

ACTION: Helen, Safety Committee Chair for the Board, reminded us to only exit out the front door when an emergency in the building occurs, including, but not limited to fires. When exiting the building be cautious of oncoming traffic to the left of building, since the sidewalk is very narrow.

SCHEDULE OF NEXT MEETING

ACTION: Since several members did not have their calendars available, it was decided that Helen would send out an e-mail to see what date in February would be good for all of members to attend.

Reminder that the Fall WV Auditor's Seminar for all WV Chapter 30 Boards is coming on Tuesday December 2 at the Marriott Hotel here in Charleston, we encourage all to attend that can. More information for registration to follow. The Board will pay the registration.

Submitted By:

Helen Lodge, MS, RD, LD
Chair-WVBOLD

APPROVED 12/8/2015