

**West Virginia Board of Licensed Dietitians
Minutes**

Board Meeting – August 10, 2016

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

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

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 5:00 PM by Chairman Grady Bowyer. A quorum was established.

Approval of Minutes: Minutes of 12/8/15 meeting were approved

Financial Report: Members of the board reviewed the FY 2016 budget and expenses and discussed the FY 2017 budget. In 2016, there was a deficit in line item 1200 (Personal Services) which required a transfer of \$5,000 in April. This money was moved into line item 1200 from reserve funds. The salary of the WVBOLD Administrative Assistant is paid from these funds. The rate of payment for this position is currently \$12/hour and approximately 600 hours were logged in FY 2016. Line item 1200 was previously budgeted at \$6,500 and that was not enough to cover the annual expense, requiring the transfer of money.

Line item 1200 has been approved for \$11,500 for FY 2017. The 2017 budget for the remaining line items will remain the same as FY 2016, as determined by the Governor.

Members chose to create a finance committee consisting of the WVBOLD chair, vice-chair, and treasurer. The finance committee will discuss the need for moving funds between line items and from reserve when the needs arise. Decisions will then be presented to the remaining board members for consideration.

License Renewal Report: The current number of licensed dietitians in the state is 419. Between December 9, 2015 and August 10, 2016, 22 new active licenses and 9 provisional licenses were issued.

New Business:

- **Election of Officers** – Peg Andrews will serve as Chair, Joan Starliper as Vice-Chair, Mary Kathryn Gould as Secretary, Grady Bowyer as Treasurer, and Susan Arnold as Audit Chairperson.

Because job descriptions for officers of WVBOLD do not exist, the above individuals will look at similar descriptions on other boards and create job descriptions for WVBOLD use. These will be completed by the next board meeting.

- **Budget and Personnel Issues** – Most of these issues were discussed earlier during the review of the financial report. An increase in the rate of pay for the Administrative Assistant was discussed. The WVBOLD chair will look into comparable rates of pay for position and years of service and report to the board for consideration.
- **Letters to Employers for Lapsed Licenses** – There were approximately 40 RDs who were licensed for 2015-16 that did not renew for 2016-17. The board has agreed to send a request to these individuals asking them to identify their status (retired, inactive, etc.). A date will be requested for a response and renewal if they have forgotten. After this date, letters will be sent to employers to identify whether or not the RD is still working.

It was discussed that some dietitians may not think they need to have a WV license because they do not practice medical nutrition therapy. There may be confusion regarding who needs to be licensed in the state. Because of this, the board decided to clarify with the Attorney General's office who needs a license (or, who needs licenses) based on how the code is written.

- **CPE Audits** – This year, 10% of dietitians who became licensed in even years will be audited. There are 164 LDs that fit this category. Twenty names were randomly selected from the list for audit. Sixteen LDs will be requested to provide documentation of CPEs; the additional 4 names will be used in the event one or more individuals on the first list no longer practice in WV.
- **Change of Internet Providers** – The provider of services has been changed from Frontier to Suddenlink. Internet speed with Frontier was 3G/sec and is now 50G/sec. The fee for service has increased \$4/month to a total of \$89/month.
- **Revisions to Database** – Many hours were spent during the renewal process informing hospitals whether or not dietitians had renewed their licenses, as these facilities need primary source verification, which does not include the mailed certificate. To improve the efficiency of this process, the board is seeking revisions to the online verification page. Before the next renewal period, information regarding the expiration date of the license and if any disciplinary action has been imposed will be provided. As soon as an LD renews his or her license, the expiration date will indicate the renewed time frame. In reference to disciplinary actions, if the page indicates yes, those seeking more information will have to call the board office.

- **User Friendly Database** – In addition to verification of licenses, improvements will also be made to the overall online form. The board hopes to simplify the questions, but add a question asking if an individual has previously held a license in WV. If yes, the same license number will be used for that individual. Hospitals as employers of dietitians do not use the printed certificates as the primary source verification, so the board hopes to create an electronic certificate that will be generated at the end of the renewal process similar to how the Commission on Dietetic Registration is set up. This would enable the licensee to keep an electronic copy and print when needed. This would also cut down on paper, printing, and postal fees currently generated with the distribution of certificates.
- **Nutrition Therapy** – Nancy and Richard left the room and the board went into Executive Session. Board members came out of executive session to continue the open meeting.

Next Meeting Date: November 28, 2016 at 4:00 PM, which is the day before the State Auditor's Meeting that Susan, Joan, and Mary Kathryn will attend.

The meeting was adjourned at 8:00 PM.

Respectfully submitted,

Mary Kathryn Gould

Mary Kathryn Gould, EdD, RD, LD
WVBOLD Secretary

APPROVED 11/28/2016