

**West Virginia Board of Licensed Dietitians
Minutes**

Board Meeting – November 28, 2016

**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 4:03 PM by Peg Andrews, chair. A quorum was established.

Approval of Minutes: Motion #1 to approve the minutes of the August 10, 2016 meeting passed.

CE Audit: Sixteen licensees were contacted to provide documentation of 20 CPEs for a two-year period. Thirteen of those responded. Two of the 3 who did not respond have moved out of state and there is no information for the third. According to board records, the third individual lives in Maryland, but cannot be reached at the phone number provided. Three additional licensees on the alternate list were asked to submit verification of CPEs and were given until December 31st to do so.

Follow-up on Complaints:

1. Changes were made to the website in question and the AG's office recommends monitoring the situation.
2. Articles submitted to local newspapers are free speech and do not prevent those who disagree from submitting articles providing sound nutritional information.
3. An anonymous complaint was received via mail. The AG's office is currently reviewing the information presented.

Treasurer's Report: Cash on hand is \$45,942.43 as of this meeting. To date, the board has spent \$14,180.27. The Governor's office increased the 2017 budget to

\$34,957. As of 11/23/16, there is a balance of \$20,776. According to the treasurer, the finances are consistent with the 2015 fiscal year. Motion #2 to approve the financial report passed.

Administrative Assistant Position: Nancy Hill exited the room during this discussion. Previously, the board has discussed increasing Nancy's salary to be more reflective of her experience and time in this position. In consideration of the budget and the work that is required in this position, it was determined that an increase to \$13.70/hour was feasible.

Motion #3 to increase the Administrative Assistant's salary to \$13.70/hour, effective immediately, was approved.

Legislative Auditor: Members of the WVBOLD have been requested to attend the Joint Committee on Government Organization meeting on December 5 from 4-6 PM in the House Chambers. A representative from each agency will be given 3-5 minutes to describe the need for their board in respond to the audit that was submitted by the Legislative auditor, John Sylvia, from the Performance Evaluation and Research Division (PERD). Peg, Grady, and Richard plan to attend.

P-card Policy: Grady utilized a policy drafted by the LPN board to create a purchase card policy that would be appropriate to this board. Currently, P-cards are held by the board treasurer and the administrative assistant. The policy was reviewed by all board members. Motion #4 to approve the P-card policy as written was approved.

Legislation to Raise the Licensing Fee: A discussion ensued regarding an increase in all fees established for licensure. Future expenses were considered, as was the process. The increases would be established in a rule, rather than changing the code. This change would need to be submitted to the Secretary of State followed by a public comment period of 30 days minimum, but no more than 60 days.

Original license \$75

Renewal \$75

Provisional \$75

Late renewal \$125

Reinstatement \$125

Motion #5 to increase the fees as above was approved. The board will submit this request mid-April to be put out for public comment.

Website: The WVBOLD website is being updated and will be ready for review shortly. It will likely go live at the end of December. Because the website will be used as primary source verification, the license expiration date must be available on the database. Additionally, the computer will need to automatically make the change in the expiration date once a licensee renews his or her license.

Budget Narrative:

The following are goals/objectives/performance measures for the WVBOLD

- Maintain the average turnaround time to issue a license within three days. The performance measure has been 8 days, but was decreased to three for 2018 due to the use of online applications.
- 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.
- Licensee will be allowed to print their license upon successful completion of online renewal. This will be established for the 2017 renewal period.
- Work with the Legislature to correct issues in both the licensure law and legislative rules by FY 2018, and then revise the website during FY 2018. Issues include changing the annual application and renewal fees, making the application year coincide with the continuing education requirements, rewriting the provisional license section to mirror that of the active license section, and providing an option for dietetic intern graduates to become provisional licensees and become active when they complete and pass the exam.
- Draft legislation for the FY 2018 Regular Session allowing fees collected by the board to be determined by legislative rule instead of in code.

Smoking Cessation: Members of multiple boards have been requested to have an annual in-service for smoking cessation. Because no one on the WVBOLD is a smoker, it was determined that this request was unfounded. Motion #6 to not participate in an annual smoking cessation in-service was approved.

Posting Minutes: The board discussed whether meeting minutes should be posted in draft form or after they have been approved. Motion #7 to post meeting minutes after they have been approved was passed.

The next board meeting has been scheduled for August 7, 2017 from 4-6 PM.

The meeting was adjourned at 6:00 PM

Respectfully submitted,

Mary Kathryn Gould

Mary Kathryn Gould, EdD, RD, LD
WVBOLD Secretary

APPROVED 8/14/2017