

West Virginia Board of Licensed Dietitians

Date: 4/6/2020 Time: 3:00 PM

Location: Virtual

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√ - Present X - Absent/Excused

√	Andrews, Peg	Chair	√	Mount, Mallory	Vice Chair
√	Arnold, Susan	Auditor	√	Pauley, Alex	Admin Asst.
√	Bowyer, Grady non-voting	Treasurer	√	Wood, Gina	WVAND Liaison
√	Gould, Mary Kathryn	Secretary	√	Weiler, Mark	Attorney

- I. Call to order – the regularly scheduled meeting of the WVBOLD was held on April 6, 2020. It was conducted virtually due to COVID-19. Peg called the meeting to order at 3:01 PM. A quorum was established.
- II. Mallory Mount was introduced as a new board member. She is a professor at Marshall University, has been a registered dietitian for 11 years, and is a certified diabetes educator.
- III. Acceptance of Minutes: Upon motion by Grady, seconded by Mary Kathryn, the board minutes for November 18, 2019 were approved.
- IV. Continuing Business:

Agenda Item	Discussion	Non-Conforming or Action
Rule to comply with SB 396 and HB 118	<p>4252 HB combined passed and effective March 26, 2020</p> <p>SB 396 – requires waiving the occupational licensing fees for low income and active, retired, reserve, national guard, honorably discharged members of the military and their spouses.</p> <p>HB 118 – requires each professional and occupational licensing board to write a Rule that would allow an individual convicted of a crime to seek licensure.</p> <p>Both rules were combined into HB 4252, were passed, and became effective March 26, 2020</p>	<p>WVBOLD is in compliance with the current legislative change. Information pertaining to the revisions is on the website.</p>
Licensee Issues	<p>One individual has a provisional license which expires this year. Multiple contact attempts have been made through the email listed in WVBOLD profile with no success.</p>	<p>Mary Kathryn will send an email to the individual's supervisor to relay the information.</p>

<p>Licensee Issues Cont.</p>	<p>A phone call was made to the board office regarding an individual practicing dietetics without a license in WV. After approval of a motion, the board entered executive session.</p>	<p>Upon motion by Grady and seconded by Mary Kathryn, the board entered into executive session.</p> <p>Once out of executive session, a motion to close the complaint was made by Susan, seconded, by Mary Kathryn and approved.</p> <p>A resolution letter will be sent to both parties via certified mail.</p>
<p>Legislative Audit</p>	<p>WVBOLD is currently participating in a legislative audit (PERD). Auditors met with Peg and Grady to inform them of what to expect during the process. All required information was saved on a thumb drive and provided to the auditors. One auditor suggested having a Facebook or Twitter account for the WVBOLD to increase its presence in social media in an effort to reach new dietitians.</p>	<p>The WVBOLD will wait until the audit is complete to review recommendations for future consideration.</p>

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Renewal updates	<p>Renewals for the next fiscal year opened April 1. Thus far, the office has received 65 renewals.</p> <p>Some individuals were charged \$125 because of the timing of payments (the system charged for reinstatement) but have been refunded the overcharge.</p>	
Treasurer's Report	<p>Balance on hand as of April 1, 2020 is \$50,384.48</p> <p>The administrative assistant salary has been taken out of the 1201 line, when it is typically taken out of 1200. There is not issue with money, the salary is just coming out of a different line item now.</p> <p>The WVBOLD had to pay \$1,711.50 from phone bills and Microsoft office charges incurred 6 years ago. That payment is noted in the 3rd quarter report.</p> <p>With regard to the 2021 budget, we are looking at redistributing the money in line items 1200, 1201, and 2202, but the total for each of the three items will still add up to \$20,219, as it did for FY 2020.</p> <p>There have been no changes in the total dollars budgeted between FY 2020 and 2021. The WVBOLD must submit its approved 2021 budget before May 4, 2020</p>	<p>Motion to approve the 2021 budget was made by Mary Kathryn and seconded by Susan. The motion passed.</p>
P-Card Report	<p>Grady provided a review of the purchases made with the P-card from December-March. Purchases included internet (Suddenlink), office supplies and water.</p>	
Auditor's Annual Seminar	<p>The meeting will take place October 26, 2020 at the Holiday Inn in South Charleston. Alex will attend and it has been suggested that Mallory attend, as she is a new board member.</p>	
Website Update	<p>Mallory Mount's information has been added to the WVBOLD website. Since she replaced Joan Starliper, Mallory is in the role of Vice Chair. Board position will be voted on at the next meeting.</p>	

Performance Review	Alex Pauley, the administrative assistant, was due for a performance review. It was determined she is doing excellent work and is deserving of an increase in salary. Her current pay is \$11.50/hr for 20 hrs/week.	A motion to increase Alex's salary to \$13.00/hr was made by Mary Kathryn and seconded by Susan. The motion was approved and paperwork will be submitted.
WVAND Liaison	Gina announced the WVAND decided to cancel its annual education meeting at the end of April, and instead of rescheduling for a later date in 2020, WVAND will focus on the 2021 meeting. A business meeting for WVAND is planned for April 23, 2020. It will be a virtual meeting.	
FNCE 2020	In consideration of the coronavirus and having a new board member, the funding used to send a board member to FNCE may be used to send all board members to a state training for board members, if it is held this year.	

V. Next meeting: August 10, 2020 3:00 - 5:00 PM

VI. Adjourn Regular Session 4:35pm

MOTION: Motion was made by Mary Kathryn and seconded by Mallory to adjourn the Regular Session of the WVBOLD. Motion carried.

Respectfully submitted,
Peg Andrews, RD, LD
Chair

Mary Kathryn Gould, RD, LD
Recording Secretary