

**North Dakota Board of Dietetic Practice Meeting**  
**Friday, April 5, 2013**  
**10 a.m. – noon**  
**Teleconference**

Board Members Present: Linda Nudell, Georgianna Walker, Rita Ussatis, Kathy Larson, and Vanessa Hoines

Also present were Pat Anderson, NDBODP Executive Secretary, Connie Hofland, and Brooke Fredrickson

**I. Call to Order**

Chair, Walker called the meeting to order at 10 a.m. She thanked Brooke and Connie for joining in on the call.

**II. Approve Agenda**

Anderson requested to change under new business letter h. to correct the term expiration to Rita Ussatis instead of Vanessa Hoines. The agenda was approved with the change.

**III. Approval of September, 2012 Minutes**

The minutes were approved as written.

**IV. Correspondence**

**a. Jennifer Kreiger Email/Response** (refer to attached document). No action was required.

**b. Certificate Requests**

Anderson reported that requests for updated certificates have come forth. The replacement cost is at least \$20 with supplies, time and handling charges. Anderson had contacted Hofland to seek her opinion on whether the board could charge for this. Hofland stated that since this wasn't a necessary requirement for licensure that the board could charge a fee as long as it was justifiable. Larson moved that \$20 be charged for issuing a new certificate; Ussatis seconded the motion; motion passed.

**V. Financial Reports**

**a. FY 2013 Y-T-D Profit/Loss Statement** – (\$-5,491.72)

**b. Expense to Budget Report** – YTD Expenses \$6682.63/Budget of \$23,000

**c. Balance Sheet as of March 26, 2013** – CD Investments (\$97443.94), Money Market (\$1824.28) and Checking (\$10,499.01)

**d. Transaction Detail for Administrative Expenditures** –The board reviewed the transaction detail from September 6, 2012 – March 26, 2013. All transactions were approved through the fiscal chair, Larson.

- e. **Customer Sales Report FY 2013** – Anderson presented the customer sales (income from licensure fees) report for October 1, 2012 – March 26, 2013.

## VI. Unfinished Business

- a. **CDR Requirements for RD exam** – Anderson reported on correspondence from CDR concerning whether there were any education requirements if an individual has not been registered and completed his/her education many years ago. CDR doesn't require recency of education in order to take the exam.
- b. **Revisions to Sponsorship Application** – Larson revised the sponsorship application. It was recommended to include the sponsorship policy link with it and add a line that specifies the total dollar amount that is requested. Anderson will make the changes and update the policy to the web site.
- c. **Complaint Form** - Anderson reported the complaint form has been developed and placed on the web site.
- d. **Response from William Woodcock** – The Board requested further information from William Woodcock on the continuing education information submitted last July. Woodcock has responded and Ussatis will review the information and report back to the Board.
- e. **Revised Policy on Reporting of License Non-Renewals** – Nudell moved to accept the first sentence change under number 2 to state: *a dietitian with an expired license shall be contacted by phone, mail or email to communicate the following information* and the last sentence under number 2 to be changed to: *A letter shall be sent to the dietitian's employer notifying of the expired license*. Larson seconded the policy; motion passed.
- f. **Changes to the Practice Act** – Erickson sent an email on April 1, 2013 stating that Legislative Council will likely not be making changes to the Dietetic Practice Act until the new law goes into effect on August 1, 2013. At that time, the contents at the following link will be changed to reflect the new laws: <http://www.legis.nd.gov/cencode/t43c44.pdf?20130401084155>  
The change replaces American dietetic association with academy of nutrition and dietetics or its predecessor or successor organization.
- g. **Changes to the Rules** – The rules have been updated as of April 1, 2013 and can be found at <http://www.legis.nd.gov/information/acdata/pdf/20.5-01-01.pdf>
- h. **Additional Fees** – Anderson had followed up with Hofland to obtain her opinion on whether we could charge for a handling fee for persons that request information about their licensure status for other boards. Hofland stated that she did not see statutory authority for the board to charge a fee for this.

## VII. New Business

- a. **Presentation to NDAND** – Walker has accepted the opportunity for NDAND to present at the NDAND conference on May 2 from 1-2:30 p.m. The presentation format was proposed as follows:

**Segment 1** – Walker will discuss an overview of the history of the law and discuss what licensure is designed to do.

**Segment 2** - Erickson will discuss the legal aspects of our law and how to go after people who encroach upon our law. It was suggested that Erickson address:

- Legal aspects of the complaint process
- Case studies from other licensing boards that he has worked through to portray what happens
- What things are valid for a complaint?
- Confidentiality when they send in a complaint

**Segment 3** – Walker and Linda will inform members of the complaint process. Larson, Ussatis and Hoines can also be present.

Nudell moved to hire Erickson to be involved in the presentation at NDAND Convention. Larson seconded the motion; motion passed.

Nudell moved to reimburse expenses to board members for attendance to participate in the meeting; this was amended to state to reimburse expenses for attendance to participate in the meeting if reimbursement is requested. Larson seconded the motion; motion passed.

- b. **Sponsorship Requests** – Ussatis moved to approve sponsorship requests to NDNC (\$2400) and (\$5400) to NDAND. Nudell seconded the motion; motion passed.
- c. **Use of Free Registration to NDNC Meeting** - Two free registrations to the convention will be granted to the Board from NDNC as a result of the sponsorship. Ussatis made a request to use one of the free registrations and Hoines requested one also. Nudell moved to allow Ussatis and Hoines to use the free registrations to NDNC; Larson seconded the motion; motion passed.
- d. **Renewal Letters** – A copy of the renewal letter format was presented by Anderson for the Board's information. No changes were requested to the letter. The same application will be used as last year with updates to the current year.
- e. **Dietetic Update** – Dietetic Update article will be due May 15. Walker will provide a summary of the convention presentation. Anderson can include information on the renewal forms and deadline.

- f. **Strategic Plan Review** – The strategic plan was reviewed. Anderson discussed the need to provide adequate cash flow for expenses and requested to transfer some of the CD money to checking in April. Two CDs will become available in April (4/19 CD of \$16,677.84 and 4/20 of \$15,267.31). The current balance in checking/money market will be depleted most likely with sponsorship requests, convention expenses and legal fees to Erickson. Nudell moved that \$5000 be transferred from the first CD that expires in April to checking. Hoines seconded the motion; the motion passed.
  
- g. **Use of RDN Credential** –Walker stated that on RD Day it was announced by the Academy of Nutrition and Dietetics of the RDN (Registered Dietitian Nutritionist) credential. This is a new credential and she didn't know much about it and wondered if it would affect our licensure titles. Larson stated that the AND website has information about the credential and that Q. and A. are listed that talk about the credential. The Academy is stating that it will not affect licensure.
  
- h. **Term Expiration** – BODP terms for Larson and Ussatis will be up on 8/31/2013. Ussatis will let the board know in a week or so due to medical issues. Larson will accept another three year term.

**VIII. New Business**

- IX. **Next Meeting** – will be organized for September at this time. Additional meetings will be established if necessary.
  
- X. **Adjourn** – the meeting was adjourned at 12:00.

**Respectfully Submitted,**

**Pat Anderson, LRD, RD  
NDBODP Executive Secretary**