

North Dakota Board of Dietetic Practice Meeting
Thursday, September 12, 2013
10 a.m. – 3:30 p.m.
North Dakota Beef Commission
4023 State Street
Bismarck ND

Board Members Present: Linda Nudell, Georgianna Walker, Rita Ussatis (via teleconference from 10 a.m. – 12:30 p.m.), Kathy Larson, and Vanessa Hoines

Also present were Pat Anderson, NDBODP Executive Secretary, Rebecca King, Michelle Hoppman, and Constance Hofland from the ND Academy of Nutrition and Dietetics.

I. Call to Order

Chair Walker called the meeting to order at 10:05 a.m.

II. Approve Agenda

Walker asked for any additional agenda items. Anderson requested to add an agenda item of the strategic plan (l. under new business). Nudell requested to add an agenda item to discuss the state rate (m. under new business). The agenda was approved with these two added agenda items.

III. Approval of May 2, 2013 Minutes

The minutes were approved as distributed.

IV. Financial Reports

- a. **FY 2013 Y-T-D Expense to Budget Report** – Total Y-T-D expenses Oct. 1, 2012 – September 9, 2013 has been \$20,451. The budget is \$32,525 (refer to report with detailed expenditures compared to budget line items). Anderson reported that our investment income has significantly decreased and licensure fees are below the projected revenue.
- b. **Projected Profit/Loss for FY 2013** – There is a net income of \$84 as of September 9, 2013 however it is anticipated that we will have a net loss of \$1300 for the fiscal year.
- c. **Balance Statement as of September 9, 2013** – CDs - \$92443.94; Money Market - \$1903.38; Checking - \$20,920.28
- d. **Transaction Detail for Administrative Expenditures Oct. 1, 2012 – September 9, 2013** – Anderson provided a transaction detail report October 1, 2012 – September 9, 2013 for the Board to review. There were no costs identified as inappropriate.

- e. **Customer Sales Report FY 2013** – Anderson presented the customer sales (income from licensure fees) report for October 1, 2012 – September 9, 2013. Licensure fees are down around \$1500 Y-T-D over last fiscal year.

V. Unfinished Business

- a. **BODP Flyer** – The BODP flyer that had been used at the Breastfeeding Coalition Meeting was discussed. The Board would like to continue to provide a flyer at conferences that we sponsor to promote licensure and inform individuals of the role of BODP. The goal is to try to increase licensure among nutritionists.

Action: Nudell and Anderson will revise the flyer and have one developed for dietitians and one for nutritionists.

Nudell moved that we add to the sponsorship application form a check box for the requesting organization to agree to acknowledge the NDBODP for sponsoring their conference and to provide the BODP flyer in their conference materials. Hoines seconded the motion; the motion passed.

- b. **CE Information for William Woodcock** – Ussatis reported that she reviewed the CPEUS submitted from William Woodcock and that they will meet the continuing education requirements for licensed nutritionists.
- c. **Revised Policy on Reporting of License Nonrenewals** – Anderson provided a copy of the Expired LRD Policy that was revised at the April 5, 2013 Board meeting .
- d. **Changes to the Practice Act** – Anderson reported that the statutory changes to the Dietetic Practice Act were made on August 1, 2013. Anderson has posted the revised law on the BODP web site.
- e. **Use of RDN Credential** – Walker reported that Edward Erickson reviewed the Dietetic Practice Act to provide an opinion on whether the RDN information put out by the Academy of Nutrition and Dietetics would affect our law. Erickson informed Walker that the RDN credential doesn't affect our law. If you claim to be a dietitian whether a RD or a RDN it doesn't matter. Erickson had concerns because he thinks the RDN could be confusing with LN. BODP could submit a technical change for RDN but it doesn't change our LRD designation and it doesn't affect the credential from NDBODP. **Action: It was recommended that this information be put in the next Dietetic Update.**

VI. New Business

- a. **Correspondence from Anne Bodensteiner** – Correspondence was received from Anne Bodensteiner regarding a certified nutrition consultant providing counseling for DB diets and gluten free diets.
- Action: Anderson will contact Anne and ask her to fill out a complaint form. Once Anderson received the complaint form she will forward it to Edward Erickson.**
- b. **Sandra Horob Correspondence** – Sandra Horob is awaiting the outcome of an appeal to reinstate her CDR registration as she did not pay her registration fee and her RD expired on March 31, 2013. Horob has asked the NDBODP to write a letter of support on her behalf since disruptions in notification to Horob occurred as a result of the 2011 flood and consequential changes in addresses. **Action: Nudell moved to write a letter of support for Horob; Hoines seconded the motion; the motion passed. Anderson will write the letter and submit to Kay Manger-Hague.**
- c. **NDAND Licensure Liaison** – Michelle Hoppman has been appointed as the NDAND Licensure Liaison by the North Dakota Academy of Nutrition and Dietetics. Hoppman stated that her role is basically a communication role (i.e. what issues can she communicate) and to monitor consumer protection issues.
- d. **Education Requirement from CDR** – There is a new requirement instituted by CDR that requires all RDs that have a portfolio cycle ending 5/31/2017 to complete 1 hour in ethics. It was recommended that we let LRDs know this.
- e. **Financial Audit** – Anderson reported that every two years our records need to have a financial audit. She has obtained a sales quote from Overmoe and Nelson and will make arrangements to have the audit completed after the close out of the fiscal year.
- f. **Executive Secretary Contract** – A contract with Anderson was reviewed. Hoines moved to increase monthly payment to \$900/month (\$10,800/year). Larson seconded the motion; the motion passed. Discussion – should we automate renewals to an online process.
- g. **2014 Budget** – The Board discussed the FY 2014 budget and the following budget line items proposed: \$2000 (Board Education), \$5000 (Legal Fees), \$600 (Liability Insurance), \$3170 (Meetings; recommended to place Board meeting teleconferences in this line item), \$200 (Miscellaneous), \$9000 (CPEU Sponsorship), \$150 (Secretary mileage), \$10,800 (Executive Secretary Contract), \$1100 (Accountant Services), \$550 (Postage), \$600 (Printing), \$180 (Telephone), \$625 (web site), \$300 (Supplies). Licensure and investment income is budgeted at \$22,000 and expenses at \$34,275.

Hoines moved that BODP funds be used for general operating expenses and the proposed budget approved for FY 2014; Larson seconded the motion; the motion passed.

h. Board Contact Information – Contact information remains the same.

i. Elections – Board positions were discussed and elections as follows.

Ussatis nominated Walker as Board Chair. Hoines seconded the nomination. Hoines moved to cast a unanimous ballot; Ussatis seconded the motion; the motion passed.

Hoines nominated Nudell as LRD CE Chair. Walker seconded the nomination. Hoines moved for an unanimous ballot; Walker seconded the motion; motion passed.

Hoines nominated Ussatis as the LN CE Chair. Nudell seconded the nomination. Hoines moved for an unanimous ballot; Nudell seconded the motion; motion passed.

Nudell nominated Larson as Fiscal Chair; Hoines seconded the motion. Hoines moved for an unanimous ballot; Nudell seconded the motion; the motion passed.

j. Dietetic Update Articles – Topics suggested for DU articles included discussion about the RDN title and effect on licensure; Introduction of Michelle Hoppman and her role; ethics as part of the CPEU requirement for RDs (Feb. – Kathy); what can we do to promote nutritionists to be licensed?

Hoines will find out when NDNC has newsletters. Walker will work with Hoines on getting something in the NDNC newsletter.

k. Report of Non-licensure Renewals/Planned Action – Anderson reported 24 LRDs and 5 LNs have not renewed their licenses. Anderson reported that she has been emailing and calling the licensees that have not renewed to determine their status.

l. Strategic Plan – The strategic plan was reviewed for Fall action items. It was recommended that Anderson send the strategic plan with every meeting held by the Board.

m. State Rate – Nudell stated that when lodging in Bismarck for a BODP meeting she is unable to obtain the State rate. Action: If you cannot get the state rate just bring your bill to the Board meeting and it will be discussed and acted upon.

VII. Next Meeting – will be organized at a later date. Unless there is a complaint to act on it can wait until after the holidays.

VIII. Adjourn – the meeting was adjourned at 2:30 p.m.

IX. Audit of LRD and LN CPEU Records – 5 LRDs were audited. The LN audit was not submitted by Heidi Hohn and she submitted an email stating that she would not be renewing her licensure.

Respectfully Submitted,

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