

North Dakota Board of Dietetic Practice Meeting Minutes
Tuesday, Sept. 23, 2014
10:30 am
ND Beef Commission – 4023 State Street – Bismarck ND

Board Members Present: Georgianna Walker, Rita Ussatis, Kathy Larson, Vanessa Hoines, and Brooke Fredrickson

Also present were Pat Anderson, NDBODP Executive Secretary. Connie Hofland arrived at 11:20 am.

I. Call to Order

Chair Walker called the meeting to order at 10:30 am.

II. Procedure for Guests

There were no guests present so the procedure for guests was not necessary to review.

III. Welcome to New Board Member – Brooke Fredrickson

Chair Walker welcomed Brooke Fredrickson to the Board. Brooke has been appointed for a three year term. Anderson provided an updated Board member contact list and asked for any changes.

IV. Approval Meeting Minutes from May 14, 2014

The minutes from May 14, 2014 were approved as written.

V. Financial Reports

a. FY 2014 Y-T-D Expense to Budget Report (report was distributed)

b. Projected Profit/Loss for FY 2014

Anderson reported that BODP currently has a net profit of \$1596; there are licensure fees of ~\$400 to deposit and there are some disbursements to be made before Sept. 30. It is anticipated a net profit of \$500.

c. Balance Statement as of Sept. 15, 2014 (report was distributed)

d. Transaction Detail for Administrative Expenditures Oct. 1, 2013 – September 15, 2014

Anderson provided a transaction detail report October 1, 2013 – September 15, 2014 for the Board to review. There were no costs identified as inappropriate.

e. Customer Sales Report FY 2014

Anderson presented the customer sales (income from licensure fees) report for October 1, 2013 – September 15.

VI. Correspondence

a. Credentialing Update

A memo from CDR was distributed for the Board to review. The transition to practice competencies will be rolled out at FNCE. In addition the degree requirement for dietitian eligibility from a baccalaureate degree to a minimum of a graduate degree will be effective January 1, 2024. The Board will need to determine how these changes may affect our law.

b. AAG – Letter to Danielle Irving

The letter that Edward Erickson sent to Ms. Irving was returned because of a wrong address. Since Mr. Erickson could not find another address; he emailed her a copy of the letter that he had sent requesting her to cease and desist from advertising services or practicing as a dietitian unless she became licensed as a dietitian.

Mr. Erickson did not receive a reply to his letter and he is asking us to review her website as she still mentions diabetic diet at <http://www.bodyheartmind.info/adult-cooking-lessons/>.

The Board reviewed the web page; consensus was that since she lists special diets (gluten free, dairy free, diabetic) that this is medical nutrition therapy if covering a special disease state.

Action: Walker and Anderson will draft a letter back to Mr. Erickson that Ms. Irving is still in violation and explain why. We also need to ask Mr. Erickson what will be the next step.

c. Fargo-Moorhead Area Breastfeeding Association Sponsorship Application

Anderson presented a sponsorship application for their conference on October 24, 2014 for \$750. Hoines moved that BODP provide the \$750 sponsorship fee; Larson seconded the motion; the motion passed.

d. Nudell – Diet Ordering Privileges

CMS has approved as of July 15, 2014 for dietitians to approve therapeutic diets in acute care settings. The Board discussed that this would be something that would have to be presented and approved by a facility's medical staff. The ruling will not affect licensure. Hofland reported that NDAND will have something about this in their newsletter.

e. UND Faculty – Dietetic Students Providing Nutrition Counseling

Walker asked for the opinion of the Board regarding an opportunity for UND dietetic students to provide nutrition counseling (sports nutrition) to athletes at UND. Walker expressed concerns that a faculty member was not present during the individualized nutrition counseling of dietetic students providing counseling to UND athletes. Walker asked; do we need to provide a faculty member to be with the student?

The Board provided the following recommendations:

- This would be a good opportunity for students to be work with UND athletes
- Provide guidelines for students on what can be said or not said
- Have a waiver form signed that the athlete knows that the dietetic student is not claiming to be a dietitian.

f. NDAND Report – Connie Hofland

Connie Hofland was present from the NDAND; she showed the Dietetic Update which had an audio presentation from Anne Bodensteiner, the NDAND President.

BODP asked NDAND to report on the CMS ruling as previously discussed at the meeting to make members aware of it.

VII. New Business

a. Strategic Plan Review

The strategic plan was reviewed; no changes were made to the plan. Pat recommended that we change any policies to reflect the new name of the AND and NDAND as some of the policies had ADA and NDDA. The Board asked Pat to make those changes.

b. Elections (Board Chair, LRD CE Chair, LN CE/Licensing Chair, Fiscal Chair)

Ussatis moved to cast a unanimous ballot for the following offices:

Chair – Kathy Larson

Fiscal Chair – Vanessa Hoines

LN Chair – Rita Ussatis

LRD Chair – Brooke Fredrickson

Hoines seconded the motion; the motion passed. The board positions will go into effect following the meeting today.

c. Executive Secretary Contract

Anderson was asked to leave the meeting while the Board reviewed the contract. Upon return to the meeting Walker informed Anderson that the Board would renew the one year contract and that her compensation would be \$950/month. Anderson thanked the Board for the opportunity to serve and that she really enjoyed working with the Board and BODP functions.

d. FY 2015 Budget

The 2015 budget was discussed and the following budget allocations made:

- Board Education - \$2000
- Legal Fees - \$4000
- Liability Insurance - \$1100
- Meetings - \$3200

- Miscellaneous - \$200
- CPEU Sponsorship - \$9000
- Exec. Sec. Mileage (nonmeeting) - \$150
- Exec. Sec. Contract - \$11,400
- Accountant Services - \$0.
- Postage - \$600
- Printing - \$600
- Telephone - \$180
- Website - \$625
- Supplies - \$300
- Total Expenses - \$33,355
- Income from Investments and Licensure Fees - \$22,500

Ussatis moved that BODP funds be used for general operating expenses and the proposed budget approved for FY 2015; Larson seconded the motion; the motion passed.

e. Dietetic Update Articles

November – Guidance regarding ethical issues (Walker)

February – Portfolio changes/Competency (Fredrickson)

May – 4 year didactic degree (possible topic)

f. Gift for Linda Nudell

It is customary to present a gift to Board members after their term has expired. Anderson presented gift ideas that she obtained from Nudell. Fredrickson moved to purchase a \$100 gift certificate for Nudell from Front Street Lighting; Larson seconded the motion. Anderson was asked to purchase a nice thank you card for her years of service and that we miss her and that we hope she enjoys her new home.

g. Online Renewal Process

The Board discussed the need to revisit an online renewal process. Larson and Anderson will look into this and bring forth suggestions at our next meeting (tentative early next year). It was suggested “Marketplace” as a secure means for financial transactions.

VIII. Next Meeting

The next meeting will be determined when there is business to discuss. The meeting was adjourned at 1:45 pm.

Respectfully Submitted,

Pat Anderson, NDBODP Executive Secretary