

BOARD OF DIRECTORS MEETING
OF THE
WEST VIRGINIA BOARD OF LICENSED DIETITIANS
DECEMBER 10, 2024

This was a Special Meeting of the West Virginia Board of Licensed Dietitians and was held at 9:30 am., December 10, 2024, remotely.:

The following members were present:

Diane Keegan	Chairperson
Jenni Jones	Vice Chairperson/Treasurer
Jenna Boytek	Audit Committee Chairperson
Kelly Povroznik	Secretary
Kelly Rutherford	Public Member
Tammi Chapman	Administrative Assistant

The meeting was called to order by Chairperson Keegan. Chairperson Keegan noted that a quorum was present and that the meeting could lawfully conduct business.

MINUTES:

A motion was made by Chairperson Keegan to approve and dispense with the reading of the August 29, 2024, board of directors meeting minutes. The motion was seconded by Audit Committee Chairperson, Boytek.

NEW BUSINESS

Chairperson Keegan presented a discussion that it would be beneficial to the board to increase administrative assistant to part time and a .6, position. The board also discussed adding four (4) more hours a week to the position.

A motion was made by Audit Committee Chairperson Boytek and seconded by Vice Chairperson Jones and unanimously carried.

TREASURERS REPORT:

Vice Chairperson/Treasurer Jones presented the November Expense Report to the board for their review. Then discussed the creation of a new report including breaking out administration fees from the phone bills and having them stand alone. Vice Chairperson/Treasurer Jones also presented a request to put the budget for all object codes above the object code on the Expense report and to add the budget for the year and the year to date.

A motion was made by Audit Committee Chairperson, Boytek to approve the expense report and the creation of a new report. The motion was seconded by Secretary Povroznik. Chairperson Keegan made a motion to discuss adding the budget for the year and the year to date on the expense report at the next board of directors meeting. Secretary Povroznik seconded the motion and unanimously carried.

AUDIT REPORT:

Audit Committee Chairperson Boytek presented the annual audit report for the boards review. One license was removed from active. A motion was made by Chairperson Keegan to approve and dispense with the reading of the rest of the audit. Vice Chairperson/Treasurer Jones seconded the motion and approved.

Audit Committee Chairperson Boytek requested PERD to relinquish having CEU's on the WVBOLD Website and to add a licensure video to the WVBOLD Website. Chairperson Keegan made a motion to approve. Motion was seconded by Secretary Povroznik and approved.

Chairperson Keegan made a motion to add a change to licensure requirements stating that all applicants submitting an application after January 21, 2025 must have a master's degree or CDR an exception being those licensees that are grandfathered in before January 21, 2025. Vice Chairperson/Treasurer Jones seconded the motion and unanimously carried.

10:05 Public Member Kelly Rutherford left the meeting.

OTHER BUSINESS:

Chairperson Keegan made a motion for Mrs. Chapman and herself to update License application information on WVBOLD Website. Staff unanimously seconded.

Chairperson Keegan stated that Vice Chairperson/Treasurer Jones and herself will go over meeting minutes from the March 2024 Board of Directors Meeting.

10:31 Audit Committee Chairperson Boytek left the meeting.

Staff discussed not giving out list of active dietitians and their addresses,
Must have a roster on the WVBOLD Website,
Update active dietitians on the WVBOLD Website,
Update policy and procedures on the WVBOLD Website.

11:12 Vice Chairperson/Treasurer Jones left the meeting.

Remaining staff continued to discuss changes to WVBOLD Website.

There being no further business Chairperson Keegan made a motion to adjourn. Secretary Povroznik seconded the motion.

11:33 Meeting Adjourned