√ - Present Χ - Absent/Excused

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| √ | Andrews, Peg | Chair | √ | Pauley, Alex | Admin Asst. |
| √ | Arnold, Susan | Auditor | √ | Weiler, Mark | Assist Attorney Gen. |
| √ | Gould, Mary Kathryn | Secretary |  |  |  |
| √ | Mallory Mount | Vice Chair | √ | Gannon, Amy | WVAND Liaison & Public Policy |
| √ | Kelly Rutherford | Lay Member |  |  |  |

1. Call to order – the regularly scheduled meeting of the WVBOLD was held virtually on August 29, 2022. Peg called the meeting to order at 3:01 PM
2. Acceptance of Minutes: Motion #1: Upon motion by Susan seconded by Mallory, the board minutes for March 28, 2022 were approved. Motion carried.
3. Agenda:

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| **Agenda Item** | **Discussion** | **Non-Conforming**  **or Action** |
| Old Business | Microsoft Office 365 was purchased and will be used to host virtual meetings on Microsoft Teams.  Website Address: As recommended in the PERD report, WVBOLD is in the process of converting its website address from .com to .gov.  Series 5 of Title 31 covers the continuing education requirements of the WVBOLD. The board believes the series needs to be revised since it has not been updated since 2001. Instructions related to submitting changes to Rules/Series are available on the Secretary of State’s website and will be reviewed and followed. Board members will read the current series and make suggestions for revisions. Mark suggested looking into what other comparable states require of their licensees.  Rule 1: The board discussed initiating prorated fees for applications for new and provisional licenses received in the months just prior to the renewal period. | Alex will set up Microsoft Teams for future meetings.  Peg and Alex will continue to work through the hurdles to change the website address.  Mallory will begin the revision process and all other board members will add suggestions.  Mary Kathryn will lead the subgroup to investigate prorating fees. |
| WVAND Liaison Update | Amy reported that the WVAND Board met over the summer and members of the Public Policy Committee of WVAND do not think legislators will try to open the WVBOLD legislation to dissolve the Board during the next legislative session. Additionally, nothing came up in the interim session about licensure in general.  Amy asked board members about a succession plan for members whose terms have expired or are to expire soon. Since the process tends to take a long time, board members were asked to think about when/if they want to transition off the board. |  |
| New Business | Office messages/communication log: Alex reported there have been no major issues from office messages and no complaints.  Restricted Financial Institutions: The WVBOLD received a letter stating it is a spending unit that has a “banking relationship with a financial institution” engaged in a boycott of energy companies. The Board has been notified not to take any action at this time but that it will be contacted by a representative of the WVSTO Cash Management Division with further information.  Currently, all financial transactions are conducted through the State Treasury. | Alex will email Grady to see if he recalls using any of the financial institutions in the past. |
| License Report | Since April 1, WVBOLD has 498 active licensees and nine provisional licenses. A few of those holding provisional licenses have not notified the board of passing the RD exam and are approaching the three-year provisional license limit. | Peg will send notification to those provisional licensees who are approaching their three-year time limit. |
| Audit Report | 2021-2022 Audit: Alex sent certified letters to the two individuals who did not send CEU certificates in the requested timeframe. After the letters were sent, one licensee sent the appropriate proof of CEUs and the second did not respond. This individual completed the renewal process for 2022-2023 on June 9 but was not compliant with the audit.  2022-2023 Audit: There are 242 dietitians who became licensed in even years. Twenty-four (10%) will be selected for this year’s audit plus two alternates. When going through the list of licensees, every 9th license will be audited. | Peg will check with Mark to discuss proceeding with an October 1, 2022 deadline to send CEUs to maintain licensure.  Alex will send the list to Susan to begin the process. Susan will forward the names to be audited to Mary Kathryn |
| Treasurer’s Report | January to June 2022:  Money spent includes $375 for rent and $500 on other bills. P-card purchases totaled $1145 and include Suddenlink and office supplies at Office Max. The bill for internet service has increased approximately $35/month in the past few months.  Suddenlink has changed to another company and there have been some issues with billing.  End of FY 2022:  Budget - $39,269.00  Spent - $29,638.27  Balance - $9,630.73  Money was not used for travel and several other line items resulting in a positive balance at year’s end.  Following the renewal period, the cash balance as of August 11, 2022 was $91,374.74. | Alex will contact the new internet provider to rectify the billing issue. |
| Board Position 2022-2023 | Motion #2 was made by Mary Kathryn and seconded by Susan for each board member to keep her respected position. The motion carried. | All board members will keep the same positions for FY 2022-2023. |
| Next Meeting | A date was agreed upon for the next WVBOLD Board Meeting. | The next meeting will be Monday, November 14, 2022 from 3:00 – 5:00 PM. |
|  | WVBOLD members entered executive session. |  |

1. Adjourn Regular Session at 4:46 PM

MOTION: Motion #3 was made by Mary Kathryn and second by Mallory to adjourn the Regular Session of the WVBOLD. Motion carried.

Respectfully submitted,

Peg Andrews Mary Kathryn Gould

Chair Recording Secretary