√ - Present Χ - Absent/Excused

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|  √ | Mount, Mallory | Chair | √ | Keegan, Diane | Secretary |
| √ | Arnold, Susan  | Exiting board member | √ | Weiler, Mark | Assist Attorney Gen. |
| √ | Gould, Mary Kathryn | Treasurer | √ | Reed, Mackenzie | Admin Asst. |
|  |  | Vice Chair | √ | Jones. Jenni | Auditor |
| √ | Rutherford, Kelly | Lay Member | √ | Daniel Jarvis | Virtual Guest |

1. Call to order – a meeting of the WVBOLD was held in person on August 28, 2023. Mallory Mount called the meeting to order at 3:07 PM. A quorum was established.
2. Acceptance of Minutes: Motion #1: Upon motion by Mary Kathryn seconded by Diane, the board minutes for March 20, 2023 were approved. Motion carried.
3. Agenda:

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| **Agenda Item** | **Discussion** | **Non-Conforming** **or Action** |
| Introductions/Updates | Jenni Jones – Appointed to the board to replace Susan ArnoldMackenzie Reed – Working remote today |  |
| Executive SessionComplaint | A complaint 03-FY2023 (updated label 01-FY-2024 as it was mistakenly written as a 2023 complaint) was up for discussion. The complaint filed was regarding a non-licensed person performing nutrition counseling at a place of business, Vitamin type retail store. The Attorney will contact the establishment and send a letter.  | Motion #2: upon motion by Mary Kathryn and seconded by Diane the meeting went into Executive Session. Motion carried. 3:25 pm Mark will assist with wording of the response.  |
| CEU Audit Update | 1. The LD who was audited in Fall 2021 was allotted time to meet with the Board, she declined. Her current employer did meet virtually with the board at this meeting. Board decided to file a board initiated complaint as the licensee hasn’t responded to her CEU audit or responded to any communication with the board. License renewal was refunded in fall 2021 as requirements for licensure are not met.

 Concern;PERD investigated out of state dietitian regarding not getting a reminder and having to pay a late fee.  | 1. The LD will have to send proof of 10 CEU’s to the Board by June 1st of each year for 5 years in order to be eligible for renewal. The Attorney will send the information to her.

Motion was passed to end the Executive Session at 3:45 pmWVBOLD was found to not be at fault.  |
| LiaisonWV CODE | Amy Gannon reported that WVAND was still discussing possible proposed changes to the Licensure bill, they have received input from AND. Currently the Board and WVAND board are not in favor of the Compact Agreement. | Board will increase input to WVAND regarding proposed changes. WVAND Task Force to communicate more with BOLD to do this.  |
| Financial | 1. It is a rule that there cannot be more than double the budget In the bank account. some monies will be transferred to the State.
2. Mary Kathryn explained the proposed budget. Per state mandate, we cannot change the budgeted amount through April 2025.
3. Mackenzie explained that the rent had not been paid since January 2023 due to issues with the landlord changing vendor name and address. Although multiple attempts have been made to pay, payments by WVBOLD are denied by the auditor’s office due to this issue.
 | 1. Monies will be transferred to the State General Fund.2. Motion #3 for accept the fiscal 2025 budget was made by Mary Kathryn and seconded by Mallory. Motion carried.3.As soon as the landlord updates name and address as a state vendor, rent will be paid. |
| Onboarding for New Members |  | A welcome letter and forms were sent to Jenni. |
| Board Roles | Chair – MalloryTreasurer – Mary KathrynSecretary – DianeAuditor – Jenni Jones | Motion #4 was made by Mary Kathryn seconded by Mallory Mount to approve the board roles as shown. The motion carried. |
| Web Site | The .com part of the address is being changed to .gov. Will keep .com domain to avoid being impersonated.FAQ section was added on how to print a license. Discussed the possibility of charging a partial fee for those applying for a license after December. This was changed in Rule 1. It passed the rule making committee. To be in front of the Legislation committee January -March 2024 for final approval.Discussed the professional education requirement to be added to the site. It passed the rule making committee. To be in front of the Legislation committee January -March 2024 for final approval.Would become effective 7/1/2024 for license renewals and 7/1/2025 for new applicants. | The name change occurs automatically. No action required.Server may not be able to do prorated fee. Mackenzie will have to do on the admin side.  |
| Series Seven | Telehealth rule was mandated by the Governor and passed into law.  | Series 7 was completed. It passed the rule making committee. To be in front of the Legislation committee January -March 2024 for final approval.  |
| Department of Veterans Affairs Request | The VA does not have to meet the State Licensure requirement. VA is to educate their staff on the process.  | Complaint regarding a VA employee is to be sent to their Chief of Staff. |
| Board Goals | 1.The goal to switch to the .gov has been met.2.CEU requirement is in progress3. Work as a resource to licensure task force4. Update license applications | Motion approved and carried |
| Next Meeting |  | November 30,20233:00 – 5:00 PM |

1. Adjourn Regular Session at 5:13 PM

MOTION: Motion #5 was made by Mary Kathryn and seconded by Mallory to adjourn the Regular Session of the WVBOLD. Motion carried.

Respectfully submitted,

Mallory Mount Diane Keegan

Chair Recording Secretary