√ - Present Χ - Absent/Excused

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| √ | Andrews, Peg | Chair | √ | Mount, Mallory | Vice Chair |
| √ | Arnold, Susan | Auditor | √ | Pauley, Alex | Admin Asst. |
|  |  | Treasurer | √ | Shaw, Cathy | Interim WVAND Liaison |
| √ | Gould, Mary Kathryn | Secretary | √ | Weiler, Mark | Attorney |
|  |  |  |  | Baker, LauraNelson, Christina | Guests |

1. Call to order – the regularly scheduled meeting of the WVBOLD was held on September 2, 2020. It was conducted virtually due to COVID-19. Peg called the meeting to order at 3:02 PM. A quorum was established.
2. Acceptance of Minutes: Upon motion by Susan and seconded by Mary Kathryn , the board minutes for April 6, 2020 were approved.
3. Continuing Business:



|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Discussion** | **Non-Conforming** **or Action** |
| 1. Chair’s Report
	* Annual Debt Management Certification
	* Agency Procurement Designation for FY2021
	* Board of Risk & Insurance Management – (BRIM)

 Safety Manual | Peg reported she has completed the annual paperwork for the board.BRIM: cyber security is a concern and the board will investigate current practices to identify any potential security gaps.It was discussed that it may be beneficial to look at what other small boards have created in terms of harassment, safety, and employment policies to see if they can be used as guides for creating or revising WVBOLD policies.  | It has been reported the board has no debt and that Alex has oversight of board acquisitions.Alex’s name is documented on the Agency Procurement Designation form, as she is the individual authorized to make purchasesBRIM Loss control Questionnaire has been completed and a Safety Manual has been created. A hard copy of the Safety Manual will be maintained in the office. Mark will review the manual for its appropriateness to the WVBOLD and make any recommendations at the next board meeting. |
| 1. Office messages / review communication log:
	* Inquiries received since last meeting – status update
	* Complaints:
 | The office received a request for a mailing list. It was discussed that phone numbers need to be redacted form any list sent out from the office, but that mailing addresses can be provided due to the Freedom of Information Act. Licensees need to be aware of the information that is released from the BOLD.No complaints have been received by the board. | The board needs to make licensees aware of what information can be shared with others if requested. This may need to be added to the “Edit Information” section of the website.  |
| 1. Legislative Audit
 | All required information was presented to auditors and the board received communication asking for more detail on several procedures. | Peg provided the information auditors were seeking. |
| 1. Board Positions – Status & FY 2021 Election
	* Lay Person
	* Treasurer
		1. Grady’s resignation on April 27, 2020 via email
	* WVAND Liaison
		1. Gina Wood’s resignation on July 17, 2020 via email
 | The board discussed the importance of replacing the lay person as soon as possible. Upon his resignation, Grady recommended his daughter as a replacement. Peg has communicated with her and she has expressed interest in serving.Cathy Shaw represented WVAND at the board meeting. | Peg will ask for a resume and forward to WVAND and a recommendation letter will then be composed and sent to the Governor.WVAND is seeking to fill the vacant liaison position. |
| 1. Treasurer’s Reports:
	* 2020 Fiscal Year
		1. P-Card expenses
		2. Year End Budget Report
	* 2021 Fiscal Year
		1. P-Card expenses
		2. Budget July 2020 YTD Report
 | The last quarter of FY 20 P-Card purchases were for internet service.The ending balance for FY 20 was $5178.92The approved budget for FY 2021 is $40,469.00. Peg has created an Excel spread sheet so expenses can be tracked more easily. Mark asked for attorney fees “spent” to be clarified for FY2021 as there may be an error. | P-card purchases for the last quarter of FY 20 were reviewed.Attorney fees spent for FY 2021 will be checked for accuracy. |
| 1. Telehealth

Telehealth and WV Association of Family Physicians | Due to COVID, there has been a large surge in using telehealth to deliver health care services. HB 4003 requiring insurance companies to cover telehealth services was recently passed.WVBOLD needs to propose a legislative rule for telehealth practice requirements for Licensed Dietitians. Looking at how other health professions have addressed the issues was suggested. This can be accomplished by searching proposed rules on the Secretary of State website.Cathy, Laura, and a few others, met with members of the WV Association of Family Physicians. Association members expressed interest in have access to dietitians in their rural clinics. They are interested in knowing if dietitians in the state would be interested in this type of work. A survey has been created to gauge interest and it was determined that sending the survey to WV licensed dietitians would be the best way to obtain the most useful information.It was also discussed that the survey may be useful in providing data for HB 4434- WV Health Care Workforce Sustainability Study if the need should arise.  | Christina Nelson, President of WVAND, will reach out to AND to see if they have any suggestions for telehealth practice guidelines. Peg has drafted a proposal and will send it to board members for review. Once approved, the proposed legislative rule will be sent to licensees and will be posted for comment on the WVBOLD and Secretary of State’s webpages.WVAND will draft a letter providing an explanation of the survey and the survey will be emailed to licensees. |
| 1. 2020 License Renewals Report
 | The following statistics pertain to applications and renewals since the April board meeting: 488 active, 7 provisional, 29 new applications. |  |
| 1. 2020 CE Audit

Selection process | A list of licensees who were licensed in even years was generated in order to perform the annual CE audit. A total of 219 names appeared. Every 5th licensee was selected for audit until the appropriate number was reached. | The board will audit the following licenses:244, 355, 375, 391, 438, 470, 520, 584, 598, 640, 661, 701, 715, 725, 734, 787, 811, 861, 879, 891. 952These licenses were identified as alternates in the event one of the above licensees is no longer practicing in the state:963, 979, 1034, 1048 |
| 1. Budget Narrative 2021 - 2022
 | The Budget Narrative will be changing from a paper to electronic format through OASIS. The board is to identify at least one goal for the 2021-2022 year. The following goals were established:Review and revise, as needed, licensure applications on the website by June 30, 2021,Process 100% of applicants that meet criteria by June 30, 2021. | Upon motion by Mary Kathryn and seconded by Mallory, the board approved the Budget Narrative goals for 2021-2022.  |
| 1. Website updates
 | In working toward meeting the goal of revising licensure applications, the board discussed the confusion some licensees have had with the wording of applications as well as payment requests for new active and provisional licenses.  | The board will continue working on revisions to improve the clarity of the application process. |
| 1. Seminars & Training
	* Appropriation Request Instructions for FY 2022 – Virtual Training August 10, 2020
	* Auditor's P-card seminar on August 24-25th.
	* FNCE - 2020 Conference
	* Auditor’s Annual Seminar – November 2020
 | FNCE will be a virtual meeting this year. Mallory will decide if she would like to attend this year. | Alex attended the Appropriation Request Instructions Training and P-Card SeminarThe Auditor’s Seminar will be held October 26th. Alex and Mallory will be attending. |

1. Next meeting: December 1, 2020 3:00 – 5:00 PM
2. Adjourn Regular Session

MOTION: Motion was made by Mary Kathryn and seconded by Susan to adjourn the Regular Session of the WVBOLD at 5:05 PM. Motion carried.

Respectfully submitted,

Peg Andrews, RD, LD Mary Kathryn Gould, RD, LD

Chair Recording Secretary

Addendum September 4, 2020:

An inquiry was made into the Attorney Fees for FY 21 (Treasurer’s Report). It was noted that OASIS is behind on posting payment from FY 20. A printout and invoices from OASIS showing what was budgeted & spent with the balance was shared.