

**BOARD OF DIETITIAN/NUTRITIONIST EXAMINERS
MINUTES**

DATE: March 27, 2008

TIME: 10:00 a.m. C.D.T

LOCATION: 227 French Landing
Heritage Place, Metro Center
Ground Floor, Poplar Conference Room
Nashville, TN 37243

MEMBERS PRESENT: Demetra Pratt, D/N, Chair
Liang-chu K. Daniel, D/N
Gwendolyn Blackman, D/N
Janet Skates, D/N

MEMBERS ABSENT: Dr. Georgina M. Awipi, D/N
Susan Hart, Citizen

STAFF PRESENT: Marva Swann, Board Director
Tomica Walker, Board Administrator
Karen Robinson, Administrator
Nicole Armstrong, Advisory Attorney
Juanita Stone, Disciplinary Coordinator
Libby Miller, HRB Director

GUEST: Alice Chapman, D/N

With a quorum being present, Ms. Pratt called the meeting to order at 10:04 a. m.

Conflict Of Interest:

Ms. Armstrong presented and discussed the Conflict of Interest Policy and reminded the Board members of their responsibilities under the policy.

Office of General Counsel Reports And or Discussions:

Rules:

Ms. Armstrong presented and explained to the Board that the following rules 0470-1-.14, .19 Advertising, Titles and Screening Panels, went to rulemaking hearing on January 18, 2006, were adopted by the Board on March 30, 2006, were sent to the Attorney General for approval on April 13, 2006, and they became effective on March 14, 2007.

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Litigation:

Ms. Armstrong indicated that there are no open disciplinary cases pertaining to the Board.

Ms. Pratt introduced the new Board member Ms. Janet J. Skates, D/N, and the new Board Administrator Ms. Tomica Walker.

Investigative And Disciplinary Reports:

Investigative Report

Ms. Stone presented the investigative report which indicated that there are six (6) open complaints in Investigations that were carried over from 2007; one (1) of which had originally been sent out in 2006 but has been held over pending a second review. One(1) was for an unlicensed practice with five (5) for other allegations. Ms. Skates requested more information regarding complaints be provided with the report being amended with a column to show all the complaints that were carryovers from the former year(s) and to show the number of months the oldest complaint has been pending. Ms. Stone informed the Board that she was unable to give the number of months for the oldest complaints. Ms. Pratt indicated that people had complained about not being able to fill out the complaint forms online. Ms. Stone explained that at present the forms can not be filled out online but must be printed and sent to the Health Department's Office of Investigations or an individual can call the phone number provided on the complaint form and request that a form be mailed to them.

Ms. Stone presented the disciplinary report which indicated that there are no licensees being monitored at this time.

Minutes:

A motion was made by Ms. Blackman and seconded by Ms. Skates to approve the September 27, 2007 minutes as amended. The motion carried.

Set Board Meetings for 2009:

Ms. Walker presented the following dates for 2009 with the meetings to begin at 10:00 a.m.

- March 26, 2009 - Poplar Conference Room
- September 17, 2009 - Iris Conference Room

Administrative Reports:

Ms. Walker presented the statistical report which enumerated the approved licenses, retired licenses, failed to renew licenses, reinstated licenses and renewed licenses from September 1, 2007 thru February 29, 2008.

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Active Licensees -	1222
Approved Licenses -	73
Retired Licenses –	11
Failed to Renew -	25
Reinstated Licensees –	08
Renewals -	235

PERFORMANCE MEASURES:

The Division has implemented a Continuous Quality Improvement Performance program. We have established time frames, called benchmarks to measure our performance in certain areas. The performance measures report gives the number of days it takes from the date the application is received until the license is issued and the turn around time on renewals. The benchmark for applications is 100 days and the benchmark for renewals is 14 days. The Board of Dietitian/Nutritionist Examiners is meeting these goals.

BUDGET/TRAVEL ISSUES:

Ms. Walker explained to the Board that there has been a lessening of restrictions on travel, purchasing and hiring polices. Please submit a request for any conferences or seminars that would be beneficial to your work on the Board. We will forward your request to the proper person for approval. Do not make any travel arrangements without knowing if the approval has been granted unless you are willing to pay for the trip. If you are not approved you will not be reimbursed.

Prior to traveling outside the State of Tennessee on State business, always obtain prior approval from the Administrative staff. Once approved, the Administrative staff will inform you of the procedures you are to follow.

Effective October 1, 2007 lodging accommodations rates have increased. The new rates apply to all in-state travel that occurs on or after October 1, 2007.

Financial Report:

Ms. Walker presented the financial report with the projected cumulative carryover of June 30, 2007. Ms. Skates requested an explanation of the administration costs. Ms. Armstrong explained the administration costs included the move, with the installation of new computers, new phones equipment, and new board meeting rooms with sound system equipment. The cost was divided between all of the Boards. Ms. Armstrong suggested Lisa Tittle, Administrative Service Manager, be invited to come to the next meeting to give an explanation of the Board’s financial status. Ms. Pratt acknowledged that Ms. Tittle has addressed the Board before on its financial concerns. Ms. Skates requested that Ms. Tittle be invited to the next board meeting to answer questions on the Board’s financial status. The Board concurred.

Internet:

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Ms. Walker presented the internet website to the Board.

Ratifications:

New Licensees:

A motion was made by Ms. Skates and seconded by Ms. Daniel to approve the following New Licenses and Reinstatements. The motion carried.

Caroline R. Baites
Rebecca L. Boyd
Lynsey R. Carr
Leanne C. Chiavini
Lindsey S. Crites
Rebecca P. Dearlove
Susan S. Douglas
Jennifer M. Fortuna
Krista A. Gillen
Amy V. Gruber
Jennifer L. Hartman
Jennifer N. Jerles
Susan E. Kelley
Laura B. Klenc
Jason S. Mallory
Shannon M. McManus
Susan H. Munsey
Lexann T. Pate
Linda L. Quimby
Mary C. Schmidt
Elizabeth T. Silvers
Melissa A. Truman
Myrtis H. Walker
Ellen L. Withrow

Yvonne Baubeng
Ashley S. Broadrick
Jill L. Castle
Haley R. Colvin
Julie F. Crockett
Elizabeth M. Dibiase
Melanie D. Fite
Danielle B. Fulghum
Amanda G. Gray
Madeleine A. Hamilton
Kimberly N. Holt
Marie E. Keith
Allison M. Kennedy
Jessica I. Landsgesell
Stephanie E. Mastin
Thomas S. McNeas
Blair R. Newhard
Stephanie L. Powers
Christyina N. Robinson
Heather E. Schow
Melissa A. Smith
Sarah L. Vaughn
Cathleen E. Weaver

Katrina R. Benjamin
Holly J. Bryant
Erin A. Chadwell
Sonja L. Cooke
Heather H. De Puy
Kathryn F. Donaldson
Kim L. Flack
Anna C. Gewecke
Laura E. Gray
Laura R. Hanlon
Brenda K. James
Rachel A. Kelley
Kimberly R. Kilpatrick
Emily S. Maddux
Allison H. Maurer
Donna F. Mulholland
Janice W. Pafford
Colleen E. Prince
Holly N. Samples
Jessica L. Sieber
Audrey L. Taylo
Lori A. Walker
Jessica L. Williams

Reinstatements:

Helyn J. Almond
Kelly G. McCasland

Denisa B. Cate
James A. Sparks

Jane J. Devries
Deborah A. Warren

Adjournment:

With there being no further business, the meeting was adjourned at 10:44 a.m.

THESE MINUTES WERE RATIFIED AT THE SEPTEMBER 18, 2008 BOARD MEETING.

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