

**BOARD OF DIETITIAN/NUTRITIONIST EXAMINERS  
MINUTES**

DATE: September 27, 2007

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, Chair, D/N  
Liang-chu K. Daniel, D/N  
Dr. Georgina M. Awipi, D/N  
Gwendolyn Blackman, D/N

MEMBERS ABSENT: Jessie Fields, D/N  
Susan Hart, Citizen

STAFF PRESENT: Marva Swann, Unit Director  
Pamela Pitts, Board Administrator  
Tomica Walker, Board Administrator  
Karen Robinson, Administrator  
Nicole Armstrong, Advisory Attorney  
Jerry Kosten, Regulations Manager  
Juanita Stone, Disciplinary Coordinator  
Sandra Sturgis, Special Assistant to Commissioner

COURT REPORTER: Denise Stacy, Court Reporter from Denise Harwood-Stacy

With a quorum being present, Ms. Pratt called the meeting to order at 10:09 a. m.

**Conflict Of Interest**

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

## **Minutes**

A motion was made by Dr. Awipi and seconded by Ms. Daniel to approve the March 29, 2007 minutes pending the time for breaks is corrected. The motion carried.

## **Applicant Interviews/File Reviews**

**Kimberly Kilpatrick** The application was presented to the Board for review of a DUI charges on December 16, 2000. Ms. Armstrong asked Ms. Pratt if she could give an impartial vote. Ms. Pratt stated she did not know Ms. Kilpatrick's personal life but professionally she is an outstanding Dietitian/Nutritionist. Ms. Pratt stated that she could make an impartial judgment and did not recuse. A motion was made by Ms. Daniel and seconded by Ms. Blackman to approve Ms. Kilpatrick for licensure. The motion carried.

**Brenda James** The application was presented to the Board for review of an offense that the Archives and Records Center in South Bend, Indiana states was not a criminal felony but was considered a traffic and misdemeanor offence. After discussion, a motion was made by Dr. Awipi and seconded by Ms. Daniel to approve Ms. James for licensure. The motion carried.

**Denisa Cate** The reinstatement application file was presented to the Board for review of job duties on an expired license. After much discussion, a motion was made by Dr. Awipi and seconded by Ms. Blackman to approve Ms. Cate for licensure. The motion carried.

## **Office of General Counsel Reports And or Discussions**

Ms. Armstrong presented the OGC report stating there are no open disciplinary cases pertaining to the Board.

Mr. Kosten explained the following rules and legislation with Ms. Armstrong's assistance:

### **Legislation**

Public Chapter N0. 83-Any health care practitioner licensed or certified under title 63, who knows, or has reasonable cause to suspect, that a patient's injuries, whether or not such injuries cause a patient's death, are the result of domestic violence or domestic abuse, shall report to the department of health, office of health statistics, on a monthly basis.

Public Chapter N0.529-A person shall not knowingly employ, recruit or refer for a fee for employment, an illegal alien.

Public Chapter N0.410-Non-Smokers Protection Act.

Public Chapter N0.464-Every new rule must be accompanied by an impact statement on its effect on small businesses.

**Election of Officers**

Ms. Pitts explained that the Board needed to elect new officers. A motion was made by Ms. Daniel and seconded by Dr. Awipi to re-elect Ms. Pratt as the Board Chair and to nominate Ms. Gwendolyn Blackman as the Board Secretary. The motion carried with a unanimous vote.

**Administrative Reports**

Ms. Pitts presented the statistical reports which indicate the following dated from March 26, 2007 thru September 25, 2007.

Dietitian/Nutritionist
Active Licensees - 1176
Approved Licenses - 52
Retired Licensees – 12
Failed to Renew - 29
Reinstated Licensees – 10
Renewals - 256

**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.

<i>Performance Measure</i>	<i>Goal</i>	<i>1<sup>st</sup> Qtr Avg</i>	<i>2<sup>nd</sup> Qtr Avg</i>
Renewal Processing Time	14 days	2 days	2 days
Application Processing Time	100 days	23 days	18 days

Ms. Pitts stated that there has been an increase in temporary licensure.

**BUDGET/TRAVEL ISSUES**

Ms. Pitts presented to the Board the revised in-state travel reimbursement rates for lodging that increased and became effective August 30, 2007. The mileage rate is .46 a mile which was effective January 15, 2007.

Ms. Swann explained to the Board if any Board members are interested in going to any conference for their profession they must contact the Board office within forty-five days prior to the conference so the Administrator of the Board will have enough time to submit the information to get an approval.

## Topic of Discussion

### CDR Card Requirement

The Board made a decision after discussion to table the CDR card requirement until a future date.

### Policy Statements

#### Lapsed License

Ms. Pitts presented the lapsed license policy to the Board for review and discussion. Ms. Pitts explained the amount is \$50.00 per month for each month in excess of three months from the expiration date of renewal. Ms. Pratt asked that the letter "C" be taken out of the title Dietitian.

#### Criminal Background Check For Unreadable Fingerprints

Ms. Pitts presented to the Board a new policy regarding unreadable fingerprints for a criminal background check that have been rejected two or more times. Ms. Armstrong explained that this Board has not had a problem with unreadable fingerprint cards. After much discussion a motion was made by Dr. Awipi and seconded by Ms. Blackman to adopt a policy in which, the Board shall require the applicant to submit to an FBI/TBI fingerprint scan through the State of Tennessee's approved vendor or its equivalent as determined by the Board. The motion carried with a unanimous vote.

#### Criminal Convictions

Ms. Pitts presented to the Board a new policy regarding felony or misdemeanor convictions prior to receipt of an application. Ms. Armstrong explained an application received that documents a felony conviction that occurred ten (10) or more years prior to the date of application or a single misdemeanor conviction or group of misdemeanor convictions all arising out of a single incident which occurred five (5) or more years prior to the date of application for licensure may be initially approved by the Board's designee. (Tenn. Code Ann. § 63-1-142) Such initial approval will be subject to ratification by the full Board at its next regularly scheduled meeting. The motion carried with a unanimous vote.

#### Set Board Meetings for 2008

The Board requested that the meetings be set to begin at 9:00 a.m.

March 27, 2008

September 18, 2008

### **Financial Report**

Ms. Pitts presented to the Board a financial report for the projected cumulative carryover at June 30, 2007.

## **Investigative And Disciplinary Reports**

Ms. Stone presented the Investigative report which indicated that there are three (3) open complaints in Investigations. Year to date there is one (1) new complaint received, one (1) complaint closed with a letter of warning, one (1) complaint for unlicensed practice, one (1) complaint from the middle regional office and one (1) complaint from an unknown area.

## **Ratifications**

### New Licensees

A motion was made by Ms. Blackman and seconded by Ms. Daniel to approve the following New Licensees. The motion carried.

Pranati S. Copleland	Laura M. Baber	Karen L. Baker
Alison B. Barr	Stacy P. Baumeister	Sarah J. Bedwell
Carolyn M. Boice	Allison E. Bray	Lori J. Brown
Krystal L. Cameron	John F. Claytor	Julie J. Cottrell
Amy L. Davenport	Tracey A. Dixon	Kristi L. Epps
Desiree C. Evans	Tesa L. Finn	Elizabeth L. Giamis
Katherine A. Giles	Gretchen L. Hammel	Alice E. Hardesty
Cheryl R. Hill	Mary B. Hobbs	Amy B. Holcombe
Kristen M. Jackson	Raymonda Jagers	Leah M. Kittle
Jennifer L. Kosinski	Elizabeth A. Lane	Cheryl Y. Montgomery
Emma J. Montgomery	Julie A. Monts	Melissa J. Nowland
Lauren A. Oliver	Lori A. Owen	Aferdita P. Rago
Janet G. Riddick	Kristine E. Rittenhour	Martha W. Ruble
Sara B. Russell	Amy H. Sanders	Mary C. Schallert
Dorothy S. Shaver	Janet M. Skelton	Shayna L. Smith
Kathryn Z. Spottswood	Susan E. Thomas	Jeanette M. Tinsley
Shannon M. Tolbert	Courtney C. Vinson	Cheryl G. Walker
Valerie N. Wilkins	Nicole B. Williams	Sara R. Woolfolk

### Reinstatements

A motion was made by Ms. Blackman and seconded by Ms. Daniel to approve the following reinstatements. The motion carried.

Kara R. Allen  
Jean M. Baltz  
Joyce B. Bittle  
Jorja E. Dixon  
David L. Dudley  
Barbara A. Foster  
Patricia A. Gomez  
Melissa G. Knox

Gwen H. Shamblin  
Jamie L. Welch

**Adjournment**

A motion was made by Dr. Awipi and seconded by Ms. Blackman to adjourn. With there being no further business, the meeting was adjourned at 12:25 p.m.

**Adopted by the Board of Dietitians/Nutritionists on this the 27<sup>th</sup> day of March 2008.**