



Oregon Health Licensing Agency
Board of Licensed Dietitians



1:30 pm, Thursday, July 21, 2011
700 Summer Street NE, Suite 320
Salem, Oregon

MINUTES

MEMBERS PRESENT

Maureen McCarthy, Chair
Paula Koeller
Jill Calamar
Harold Burden
Helen Bolin
Diane Stadler

STAFF PRESENT

Sylvie McMillan, Fiscal Services and Licensing Manager
Callie Zink, Administrative Services Manager
Amanda Perkins, Board Specialist
Sinnamon Harris, Board Specialist

MEMBERS ABSENT:

None

GUESTS PRESENT:

None

Call to Order

Maureen McCarthy, Chair, called the meeting of the Board of Licensed Dietitians to order at 1:31 pm, Thursday, July 21, 2011, at 800 NE, Oregon St, Suite 445. Roll was called.

1. Approval of Agenda

MOTION:

Jill Calamar made a motion with a second by Harold Burden to approve the agenda. Motion passed unanimously.

2. Approval of Minutes

MOTION:

Diane Stadler made a motion with a second by Paula Koeller to approve the minutes for March 17, 2011. Motion passed unanimously.

MOTION:

Jill Calamar made a motion with a second by Diane Stadler to approve the minutes for June 30, 2011. Motion passed unanimously.

3. Reports

◆ Sandra Kelly, RD - Board Member Resignation

McCarthy stated Sandra Kelly had indicated that she intended to resign from the board, explaining that Kelly was not able to commit to another term at this time and had a standing conflict with the board meeting dates taking place on Thursdays. McCarthy inquired on the recruitment process for seeking new board members.

Callie Zink, Administrative Services Manager, stated that the agency works closely with the governor's office to recruit board and council members. Zink encouraged current members of the board to provide recommendations. Executive appointment interest forms were made available to the board members and Zink explained the forms could also be obtained via the governor's web site.

Members of the board inquired on the number of board members, the board member make-up and the qualification process for potential new members. Zink explained that the governor's office web site provides a general overview of what is being sought when recruiting, noting that diversity, gender, and geography are all items to be considered. Zink pointed out that currently the majority of members on this particular board reside in the Portland area, and explained that changes may occur over time to recruit members that are geographically spread out through-out the state of Oregon. Sylvie McMillan, Fiscal Services and Licensing Manager, explained that Senate Bill 939 states the board must consist of the following:

- 2 members of the general public who are not otherwise qualified for membership on the board and who are not a spouse, domestic partner, child, parent or sibling of a licensed dietitian;
- 1 member who is a physician trained in clinical nutrition; and
- 4 members who are licensed dietitians who have been engaged in the practice of dietetics for at least five years.

McCarthy stated she would assist in providing outreach regarding recruitment. Members asked if there was a list of previous members that served on the board historically. Zink stated she would contact the governor's office and request these records.

Helen Bolin stated she intended to resign from the board after the meeting held today. This was partially due to personal reasons, and in part due to the fact future meetings would be held in Salem and she did not wish to travel to and from meetings.

Diane Stadler asked if the size of the board could be increased, expressing concern that members of the board might become over tasked if assigned to multiple committees. McMillan stated it would take a statutory change to increase or decrease the size of a board, and explained the estimated expectations of each committee.

◆ Update on Transition to OHLA

McMillan provided a brief overview of the process of transitioning the board to the agency which included:

- Senate Bill 939 changed the name of the board to "Board of Licensed Dietitians"
- Web page is now part of the agency website. Interested parties can now access the dietitian website by visiting www.oregon.gov/OHLA/LD
- Contact information has changed-The agency telephone number is (503)378-8667 and the

mailing address is 700 Summer St, Suite 320, Salem, OR, 97301. Members of the public and licensees can also submit inquiries via email to ohla.info@state.or.us

McCarthy inquired as to how or why the name of the board was changed without consulting current members of the board. McMillan stated the previous name "Board of Examiners of Licensed Dietitians" was not applicable because the board does not administer an examination. McCarthy noted the name change occurred without any input from OHLA or the Board because of the timing of SB 939 at the end of the Legislative Session.

◆ **Policy, Legislation & Administrative Rules**

McMillan explained that currently all licenses expire October 31, 2011 and are issued for two years at a cost of \$150 which equates to \$6.25 per month. The agency is in the process of creating a rollout plan which will stagger the expiration dates of licenses and future licenses will be issued for a period of one year. McMillan stated licensees will receive a renewal notice in August 2011 that will explain each individual plan to change expiration dates and the appropriate fee.

McMillan stated that the agency has developed a strategic plan that prioritizes administrative rulemaking for the next 18 months, noting that the plan is flexible and subject to change dependent upon the agency's ability to address staffing issues. McMillan explained the strategic plan is made up of three priority levels, and each priority level was given an estimated rulemaking time period. Each program within the agency was assigned to a priority level by taking into consideration multiple components including:

- Priority Level 1
 - If a temporary rule is currently in place
 - If it is a new profession
 - If there is a significant risk to public safety
- Priority Level 2
 - If rules need to be synchronized with OHLA standardized model
- Priority Level 3
 - Required 5 year review is necessary

Programs outlined as a priority level one are scheduled to undergo rulemaking as of July 2011-December 2011, programs outlined as a priority level two are scheduled to undergo rulemaking as of January 2012-July 2012, and programs outlined as a priority level three are scheduled to undergo rulemaking as of July 2012-December 2012. McMillan gave a brief overview of the rulemaking process. Members of the board requested a copy of Senate Bill 939. This will be provided to members at a later date by email. McMillan stated the Board of Licensed Dietitians is currently scheduled to address rulemaking in July of 2012. McCarthy inquired on updating standards of practice for licensed dietitians.

McCarthy stated there are individuals that would like to be informed of upcoming meetings related to rulemaking for licensed dietitians. McMillan noted interested individuals can request to be added to the board mailing list in order to receive notifications related to the board. Amanda Perkins, Board Specialist, asked members of the board to direct all interested individuals to contact her as the board specialist and she would take the appropriate steps to add them to the board mailing distribution list. Perkins suggested including this information in the outreach letter regarding the transition of the board to OHLA to direct the licensees on how to be included on the distribution list. The general process of how notification of meetings is conducted was discussed.

McMillan stated audio and visual of board and council meetings are available live via the internet and explained stakeholders are able to gain access to these meetings from their personal computers, eliminating the need to travel to attend a meeting.

◆ **Outreach and Communication**

McMillan noted members of the board expressed the desire to continue a previously implemented board publication, and explained that this may not be necessary at this time because OHLA generates and disseminates a publication specific to each board and council titled “Central Issues.” This publication provides an overview of matters specifically related to the board. An example was provided. Members of the board acknowledged that communications from the board need improvement and agreed to only continue with the “Central Issues” publication. McMillan stated it is possible to include brief amounts of information on the renewal forms that are mailed to licensees also if there is a need to get information out on a certain topic.

McMillan presented a draft letter to be mailed to licensees regarding the transition to OHLA. Members of the board reviewed the draft letter and provided recommended revisions. McMillan explained the process that would take place to begin staggering the expiration dates of licenses. McCarthy stated that that clinical managers or supervisors of dietitians currently monitor renewal dates and may prevent a licensed dietitian from working if their license is not renewed on time. McCarthy questioned the appropriate method to provide outreach to these individuals. McMillan explained that licensees will need to notify their employers of the upcoming changes to renewal dates, and noted that the agency will send multiple renewal reminders to the licensees to assist in this process. McCarthy raised a historical occurrence of an individual that failed to renew on time, and explained that the board made a policy decision to attempt to contact any licensee that failed to renew to notify them that their license had lapsed. McMillan stated that according to administrative rule, the agency may send renewal reminders 45 days prior to the date of renewal of a license. However, taking into consideration the time and cost it would take to attempt to contact licensees whose license has entered inactive status would not be feasible due to the large number of authorization holders regulated by the agency. McMillan explained that it is the responsibility of the licensee to renew on time, and noted that licensees are able to check their licensing status online at any time to view their licensing information. McMillan explained the process in which the agency may issue duplicate licenses. Discussion revisited the process that the agency follows to notify licensees of renewal dates.

4. Items for Board Action

• **2011 Chair and Vice-Chair**

MOTION

Paula Koeller made a motion with a second by Harold Burden to re-appoint Maureen McCarthy as Chairperson and appoint Paula Koeller as Vice-Chair person. The motion passed unanimously.

• **2011 Committees**

Brief descriptions of duties related to the proposed committees were presented. Members of the board determined it was not necessary to have an Education & Examination Committee.

MOTION

Diane Stadler made a motion with a second by Paula Koeller approve the committees for the year 2011 as outlined below. The motion passed unanimously.

2011 COMMITTEES	
Legislation/Rules	Maureen McCarthy, Paula Koeller, Jill Calamar Alternate: Harold Burden, Alternate: Diane Stadler
Enforcement	Diane Stadler
Public Protection/Safety	Maureen McCarthy
Customer Connection	Paula Koeller
Practice & Procedures Standards	Maureen McCarthy, Diane Stadler

- **2011 Board Meeting Dates**

McMillan explained it is necessary for members of the board to approve an additional meeting date to conduct board member orientation and regular board business, and stated the agency proposed November 10, 2011. McMillan summarized what would take place at board member orientation including completion of human resource paperwork, completion of accounting forms, an overview of how to use the board meeting mini-notebook computers, issuance of flash-drives to members, and a tour of the agency.

MOTION

Diane Stadler made a motion with a second by Paula Koeller to approve the meeting date November 10, 2011. The motion passed unanimously.

5. Public Comment

No public comment was received.

6. Other Board Business/Board Interest

McCarthy stated she provided members of the board by email a letter from a licensed dietitian that had allowed their licensure to lapse, and was requesting to be permitted to renew in the fall of 2011 without being required to reapply. McMillan explained the renewal process, and noted she will respond to this individual regarding this request.

McCarthy addressed Senate Bill 3650, explaining that it establishes coordinated care organizations. McCarthy would expect that licensed dietitians be recognized as the experts related to nutritional matters when enacting the bill, and asked if the agency could review this matter. McMillan is going to review this and report back to the members of the board.

McCarthy expressed she would like to assist in improving collaboration between the board and the Oregon Dietetic Association, and asked the appropriate guidelines. McMillan stated that the board and the association are separate and function for different purposes, noting that the board's purpose is to protect the public. The agency encourages members of the board to be a part of the association, but to take caution in keeping the roles separate. McMillan notified members of the board that she is able to go to organizations and present information related to the board and agency upon request by the board.

- There were no items in the "Board Interest File."

7. Executive Session-(If needed)

The board did not enter into executive session.
The meeting adjourned at approximately 4:22pm.

Prepared by: Amanda Perkins, Board Specialist