



Oregon Health Licensing Agency
Board of Licensed Dietitians



9 am, Thursday, September 22, 2011
700 Summer Street NE, Suite 320
Salem, Oregon

MINUTES

MEMBERS PRESENT

Maureen McCarthy, Chair
Paula Koeller
Jill Calamar
Diane Stadler

STAFF PRESENT

Sylvie McMillan, Fiscal Services and Licensing Manager
Sinnamon Harris, Board Specialist

MEMBERS ABSENT:

Harold Burden

GUESTS PRESENT:

None

Call to Order

Maureen McCarthy, Chair, called the meeting of the Board of Licensed Dietitians to order at 9:08 am, via teleconference, Thursday, September 22, 2011, at the Oregon Health Licensing Agency (OHLA), Rhoades Conference Room, 700 Summer Street NE, Salem, Oregon. Roll was called.

The purpose of the teleconference was to approve the administrative rulemaking schedule. The board discussed the dates and made one changed from January 12, 2012 to January 9, 2012. The goal is to have permanent administrative rules effective on March 1, 2012.

Sinnamon Harris, Board Specialist, explained the rulemaking process and noted that each Legislation and Rules Committee meeting will be held in person at Oregon Health Licensing Agency (OHLA). This process is necessary as changes are immediately made to the rules and reviewed by the committee on the conference room's "Smart Board." Proposed administrative rules will be approved at the November 10, 2011, regular full board meeting but the permanent rule approval may be able to be done by teleconference with all board members receiving a copy of the permanent rules via e-mail beforehand. Public comments received by the agency during the public comment period of December 1, 2011 to December 28, 2011,

will be e-mailed to the committee members to review in advance of the January 9, 2012, committee meeting.

The board identified the Legislation and Rules Committee members as: Maureen McCarthy, Jill Calamar and Paula Koeller.

MOTION:

Diane Stadler made a motion with a second by Jill Calamar to approve the Administrative Rule Schedule as amended with the January 9, 2012, date change. The motion passed unanimously

Sylvie McMillan, Fiscal Services and Licensing Manager, explained how she will attempt to write a rough draft of the rules, enter them into the agency standardize agency format, and perform some research in relation to the standards of practice and professional contact. This is to provide a starting point for further discussions to the committee. Items that will be e-mailed to the Legislation and Rules Committee before the October 20, 2011, meetings are:

- Senate Bill 939 (which moved Dietitians to OHLA)
- McMillan's rough draft *merged* version of SB 939 and current 2009 statutes created only for the use by the Legislation and Rules Committee.
- Copy of current LD administrative rules

It was mentioned that during the full board orientation on November 10, 2011, it be demonstrated how to dial into board teleconference meetings.

The meeting adjourned at approximately 9:35 am.

Prepared by: Sinnamon Harris, Board Specialist