



Health Licensing Office
Board of Licensed Dietitians



Nov. 4, 2015
700 Summer St. NE, Suite 320
Salem, Oregon

MINUTES

MEMBERS PRESENT

Maureen McCarthy, chair
Diane Stadler, vice chair – via
teleconference
Bert Connell
Jill Calamar
Harold Burden
Paula Koeller – joined at 9:32 a.m.
Penny Harrison

STAFF PRESENT

Sylvie Donaldson, interim director and fiscal services and
licensing manager
Bob Bothwell, regulatory operations manager
Anne Thompson, policy analyst
Sarah Kelber, communications coordinator
Maria Gutierrez, board specialist

Call to order

Maureen McCarthy called the meeting of the Board of Licensed Dietitians to order at 9:30 a.m., at the Health Licensing Office (HLO), in Salem. Roll was called.

Items for board action

◆ **Approval of the agenda**

Harold Burden made a motion, with a second by Penny Harrison, to approve the agenda. Motion passed.

◆ **Approval of the minutes**

Paula Koeller made a motion, with a second by Jill Calamar, to approve the April 22, 2015, minutes. Motion passed.

◆ **Approval of the chair and vice chair for 2016**

Paula Koeller made a motion, with a second by Harold Burden, to retain Maureen McCarthy and Diane Stadler the chair and vice chair, respectively, for 2016. Motion passed.

◆ **Approval of the meeting dates for 2016**

After discussing moving the third proposed meeting date to Oct. 26, 2016, Bert Connell made a motion, with a second by Jill Calamar, to approve the 2016 meeting dates as amended. Motion passed.

Reports

◆ Director report

Sylvie Donaldson, interim director and fiscal services and licensing manager, told the Board about Director Holly Mercer leaving HLO and being named interim director. She also described the move to the Public Health Division and said that it has very little impact on how HLO and its boards and programs do business.

She explained that the new digital minutes program, Granicus, was being tested, and when implemented would provide a full audio recording of meetings. The program will save staff time, and will require board members to remember to say their name before speaking so listeners can follow along.

Donaldson also said that HLO has requested to move to another location, one that will have more testing stations and a bigger waiting room for customers, more parking and a bigger board room.

She also said that HLO is getting a website redesign, and Communications Coordinator Sarah Kelber told the Board that she put out a request to associations, chairs and vice chairs for new photos for the site. Kelber said that the new site may be available early in 2016.

◆ Licensing and fiscal statistical reports

Donaldson presented a statistical overview of licensing, license trends and age and gender diversity in licensees. She said that by the end of the last biennium, June 30, 2015, there were 219 new licensees and that more than 62 percent of licensees renew online. The vast majority of licensees are female and the Board has seen a 36 percent increase in five years. Stadler asked if the Board could lower its fees again. Donaldson said the fees were just lowered as of July 1, 2015, and doing it again would not be wise until the Board gets its cost allocation from Public Health and has time to see the long-range impact of the current reduction.

◆ Credentialing project

Policy Analyst Anne Thompson told the Board that the Oregon Health Authority's Common Credentialing Advisory Group last met in August 2015. The staff is working to have a vendor by April 2016 with an implementation date falling in the first quarter of 2017.

◆ Regulatory report

Regulatory Operations Manager Bob Bothwell reported on enforcement, saying there were two complaints last biennium and both were closed; there is one complaint in the current biennium, and it is open.

◆ Policy report

Thompson told the Board that administrative rules are being opened to change the Oregon Health Policy and Research to the Oregon Health Authority – a change required by 2015 Senate Bill 230. While the rules are open, HLO also will update its name. Connell had questions about the difference between a “cleanup” of the rules, which these proposed changes are, and a major rewrite and who decides.

Items for board action II

◆ **Vote on administrative rules schedule**

Diane Stadler made a motion, with a second by Maureen McCarthy, to accept the proposed administrative rule schedule and to move the proposed language into the rulemaking process.

Public/interested parties' feedback

None.

Other board business

Calamar asked about the status of the continuing education audit on licensees. Donaldson said she would bring that information to the April meeting, as the February meeting will just be to address the rulemaking process.

The meeting adjourned at 10:48 a.m.

Minutes prepared by Anne Thompson, Policy Analyst