**Commonwealth of Massachusetts**

**Department of Public Health**

**Board of Registration of Dietitians and Nutritionists**

**Public Meeting Minutes**

**December 1, 2023**

## A public meeting of the Massachusetts Board of Registration of Dietitians and Nutritionists (the Board) was held remotely with video and audio conference as an alternate means of public access pursuant to Chapter 107 of the Acts of 2022, An Act Relative to Extending Certain State of Emergency Accommodations, signed into law on July 16, 2022.

Ms. Guglietta requested that members of the public mute their microphones and stated that the meeting was being recorded.

Dr. Lisa Brown noted a quorum of members present via video or phone and called the meeting to order at 09:12 a.m.

**MEMBERS PRESENT STAFF PRESENT**

Lisa Brown, Chair Lisa Guglietta, Board Executive Director

Valerie Machinist, Vice Chair Sheila York, Esq., Board Counsel

Stella Uzogara

E. Reese

Elizabeth Natale

**MEMBERS ABSENT**

Pranita Amarasinghe

**PUBLIC PRESENT**

Camille Finn - MAND

Sarah Conca – MAND

Ellen Lowre - MAND

**ATTENDANCE:**

Dr. Lisa Brown took attendance by roll call and a quorum of board members was recorded with the following members present via video conference: *Brown, Machinist, Reese, Uzogara, Natale*

**APPROVAL OF AGENDA:**

The **December 1, 2023 agenda was approved as presented** by roll call vote.

*in-favor: Brown, Machinist, Reese, Uzogara, Natale*

*opposed: none*

**CONFLICT OF INTEREST and OPEN MEETING REQUIREMENTS**

Atty. York reviewed Conflict of Interest and Open Meeting Law requirements with the Board. Members should contact Atty. York with questions about possible conflicts with applicants, petitioners, or cases before the Board. Please bring these matters to Atty. York’s attention before the meeting if possible.

**PUBLIC MEETING MINUTES**

The Board discussed the draft public meeting minutes of 9/8/2023.

Thereafter a motion was made by Dr. Uzogara, seconded by E. Reese, and VOTED (roll call);

**to approve the September 8, 2023, Public Meeting minutes as amended.**

*in-favor: Brown, Machinist, Uzogara, Reese, Natale*

*opposed: none*

**EXECUTIVE SESSION MINUTES**

The Board discussed the draft executive session minutes of 9/8/2023.

Thereafter a motion was made by E. Reese, seconded by Dr. Uzogara, and VOTED (roll call);

**to approve the September 8, 2023 Executive Session minutes.**

*in-favor: Brown, Machinist, Uzogara, Reese, Natale*

*opposed: none*

**EXECUTIVE DIRECTOR REPORT**

Ms. Guglietta welcomed new Board member, Elizabeth Natale. She informed the board that Heather Hanley has resigned from the Board and thanked Ms. Hanley for her service. Ms. Guglietta also stated that Eboni Lewis is no longer the Associate Executive Director (AED) of the Board and that a new AED is in the process of being hired.

**DISCUSSION**

**2024 Board Meeting Dates**

The Board received the meeting dates for 2024 and there were no objections.

**Proposal for the Addition of Policy-Related Activities to LDN Continuing Education Language**

Camille Finn and Sarah Conca presented MAND’s proposal that the statement “Activities addressing policy related to the practice and regulation of nutrition and dietetics will be accepted.” be added to LDN Continuing Education Requirements in 268 CMR 4.01 (Part I, Title II, Chapter 13, Section 11D) of the General Laws pertaining to the Commonwealth of Massachusetts.

The Board has not approved policy-related CEUs in the past. Attorney York asked for clarification about what activities would fall within the proposed language.  For example, would this language allow licensees to obtain CE credit for advocacy work in which activities may be limited to sending out emails or mailings for a cause. Dr. Brown stated that the Board does not pre-approve or keep a list of accepted CE courses. Courses must relate back to the Board’s definition of the field of dietetics and nutrition. The Board’s primary purpose is to protect the public and to avoid being self-serving in matters of policy. Some policy-related activities may fit the regulations. The learning objectives of the course will determine whether the Board will accept the CEUs. The Board agreed to continue the discussion at a later date after newer Board members had more practice with reviewing CEUs. The Board will work on a statement of what it accepts for continuing education credits.

**Continuing Education Requirement Extension Request**

Sarah Clarke, LDN3481, requested an extension to complete her 30 continuing education units for license renewal. Her license expired on 10/7/23. She was granted an extensionby the Commission on Dietetic Registration (CDR) to complete the CEUs for her RD credential. The Board reviewed the correspondence and documents provided by the licensee.

Thereafter a motion was made by E. Reese, seconded by Ms. Machinist, and VOTED (roll call);

**to grant the licensee an extension to complete her CEUs with a deadline of May 31, 2024 and to allow the licensee to renew her license.**

*in-favor: Brown, Reese, Machinist, Uzogara, Natale*

*opposed: none*

**License Reinstatement Request**

Christy Taraschi, LDN1693, requested that the Board allow her to reinstate her license based on the fact that she recently passed the CDR exam. Her license expired on 5/22/2008. The Board reviewed the correspondence and documents provided by the licensee.

Thereafter a motion was made by Dr. Uzogara, seconded by Ms. Natale, and VOTED (roll call); **to approve the licensee to move forward in the license reinstatement process.**

*in-favor: Brown, Reese, Machinist, Uzogara, Natale*

*opposed: none*

**PUBLIC COMMENT**

None.

**NEW BUSINESS**

The Board discussed the open seats on the Board. The Board is a nine-member board with five members needed for quorum. There are three open seats which include the Certified Dietitian 1 member seat, the Baccalaureate member seat, and the Public 2 member seat.

**APPLICATION REVIEW**

**Exam Application LDNNE100449 (LM)**: The Board reviewed the information on the applicant’s clinical internship completed in Brazil. It was determined that the total number of hours of the clinical internship does not meet the regulation requirements of 268 CMR: 3.01:d (1). The Board can credit the 222 hours completed toward the 900 hours required.

The Board gave direction to staff to ask the applicant for a letter providing proof of paid professional experience comparable to a post-baccalaureate internship per 268 CMR: 3.01:d (2). The Board will accept a signed letter from a supervisor (such as from a doctor’s office or medical practice) or from a licensed dietitian/nutritionist colleague who provided supervision, even informally.

**Reactivation Application: LDNRA100021 (JS)**: The Board reviewed the application and continuing education documentation received.

Thereafter a motion was made by Ms. Machinist, seconded by Ms. Natale, and VOTED (roll call);

**to approve the applicant to move forward in the application process.**

*in-favor: Brown, Reese, Machinist, Uzogara, Natale*

*opposed: none*

**Reactivation Application: LDNRA100012 (EL)**: The Board reviewed the application and continuing education documentation received. The Board gave direction to staff to ask the applicant to re-format her continuing education logs to landscape/table mode so they are easier to read. The Board also requested that the applicant provide more thorough descriptions of activities and how they relate to nutrition and dietetics.

Thereafter a motion was made by E. Reese, seconded by Ms. Natale, and VOTED (roll call); **for the independent review of this application by the Chair and Vice Chair between Board meetings.**

*in-favor: Brown, Reese, Machinist, Uzogara, Natale*

*opposed: none*

**Reactivation Application LDNRA100024 (JB)**: The Board reviewed the application and continuing education documentation received. The Board accepted 20 of the 60 CEUs required for reactivation. The applicant must submit 40 more CEUs.

Thereafter a motion was made by E. Reese, seconded by Ms. Machinist, and VOTED (roll call); **for the independent review of the 40 CEUs by the Chair and Vice Chair between Board meetings.**

*in-favor: Brown, Reese, Machinist, Uzogara, Natale*

*opposed: none*

**REACTIVATION APPLICATION REVIEW PROCESS BETWEEN BOARD MEETINGS**

The Board discussed the reactivation review process between Board meetings. The Board decided that reactivation applications received within one month of a scheduled Board meeting would go before the Board for review. If the Board determines at the meeting that the applicant is required to provide additional documentation for their application to be approved, the Chair will review the additional documents and approve the application once the requirements have been satisfied.

Reactivation applications that are received more than one month before a scheduled Board meeting will be reviewed by the Chair. If the Chair needs to recuse from reviewing an application, then the Vice Chair will perform the application review. If the Chair determines that the applicant is required to provide additional documentation for their application to be approved, the Chair will give direction to Board staff to request additional information from the applicant. After Board staff has provided the Chair with the additional information, the Chair will approve the application if the requirements have been satisfied.

The Board then reconsidered the prior votes for application LDNRA100012 and applicationLDNRA100024.

Thereafter a motion was made by E. Reese, seconded by Ms. Natale, and VOTED (roll call); **for reactivation applications LDNRA100012 and LDNRA100024 to be reviewed by the Chair.**

*in-favor: Brown, Reese, Machinist, Uzogara, Natale*

*opposed: none*

**ADJOURNMENT**

The meeting adjourned at 12:20 p.m. by a roll call vote.

*in-favor: Brown, Reese, Machinist, Uzogara, Natale*

*opposed: none*

Respectfully submitted,

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Lisa M. Guglietta, Executive Director

Board of Registration of Dietitians and Nutritionists

**Documents used by the Board during open session:**

* Posted agenda 12/1/23
* Draft public meeting minutes of 9/8/23
* Draft executive session minutes of 9/8/23
* 2024 Board meeting dates
* Proposal for the Addition of Policy-Related Activities to LDN CEU Language by MAND
* Email and documentation from S. Clarke LDN3481
* Email and documentation from C. Taraschi LDN1693
* Exam Application LDNNE100449 (LM)
* Reactivation Application LDNRA100021 (JS)
* Reactivation Application LDNRA100012 (EL)
* Reactivation Application LDNRA100024 (JB)