

**Commonwealth of Massachusetts**  
**Department of Public Health**  
**Board of Registration of Dietitians and Nutritionists**

**Public Meeting Minutes**

**December 2, 2022**

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.

Dr. Lisa Brown noted a quorum of members present via video or phone and called the meeting to order at 09:08 a.m.

**MEMBERS PRESENT**

Dr. Lisa Brown, Chair  
Valerie Machinist, Member  
Heather Hanley, Baccalaureate Member  
Pranita Amarasinghe, Public Member  
E. Reese, Member

**STAFF PRESENT (at various times)**

Lisa Guglietta, Board Executive Director  
Eboni Lewis, Board Assoc. Executive Director  
Sheila York, Esq., Board Counsel

**MEMBERS ABSENT**

Dr. Dominica Nichols, Doctoral Member  
Catherine Drennan, Public Member

**PUBLIC PRESENT**

Sarah Conca, 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, Hanley, Reese, Amarsinghe*

**APPROVAL OF AGENDA:**

A motion was made by Ms. Hanley, seconded by E.Reese VOTED (roll call);  
**to approve the December 1, 2022 agenda.**

*in-favor: Brown, Machinist, Hanley, Reese, Amarsinghe*  
*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 9/9/22.

Thereafter, a motion was made by Ms. Hanley, seconded by Ms. Amarsinghe and VOTED (roll call); **to approve the September 9, 2022, Public Meeting minutes as drafted.**

*in-favor: Brown, Hanley, Reese, Amarsinghe*

*opposed: none*

*Abstain- Machinist*

### **EXECUTIVE SESSION MEETING MINUTES**

The Board discussed the draft Executive Session meeting minutes of 9/9/22.

Thereafter, a motion was made by Ms. Hanley, seconded by Ms. Amarsinghe and VOTED (roll call); **to approve the September 9, 2022, Executive Session meeting minutes as drafted.**

*in-favor: Brown, Hanley, Reese, Amarsinghe*

*opposed: none*

*Abstain- Machinist*

### **EXECUTIVE DIRECTOR REPORT**

Assoc. Exec Director Lewis introduced Valerie Machinist as a newly appointed member of the board.

Also confirmed the Board staff are looking to fill the remaining open seats, all recommendations are welcomed.

Ms. Lewis went over the changes in board processing due to the board's transition to the Department of Public Health.

- MOVEit will replace Interchange as file transfer platform starting January 23, 2023.
- PACE Trainings: Several board members need access to complete PACE Trainings.
- Webex Meeting Platform: Webex will replace Microsoft Teams as the platform for virtual board meetings in the near future and meetings will be recorded
- eLX: eLX is the new online licensure platform the Department of Public is using to apply, renew and maintain licensure for the Board.

### **2023 BOARD MEETING DATES**

The Board reviewed the meeting dates for 2023. The September meeting was moved from 9/1/2023 to 9/8/2023.

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

**to approve the 2023 Board Meeting dates as presented.**

*in-favor: Brown, Machinist, Hanley, Reese, Amarsinghe*

*opposed: none*

### **DISCUSSION**

- Board transition to Department of Public Health:
- E. Reese asked if addresses used by licensees to create their eLX user account relate to the address listed on the license?
  - Board staff confirmed they do not relate. Any contact information provided to create the user account for eLX is specific to the eLx user profile and does not get transferred to the individual's license record held by the Board. If a licensee needs to change their contact information on their Board licensing record, the licensee needs to formally submit those

changes via the appropriate application to reflect on any license linked to the user account.

- Dr. Brown, wanted to confirm if the pictures uploaded to the profiles were public record? Board Counsel will review DPH protocols regarding licensing photos and provide a response at the next meeting.
- Data verification project: Board staff informed the Board that they have been working with licensees to correct personal data that has been determined to be incorrect in the Board's licensing system. If an individual's personal data (e.g. date of birth) does not match the data in the licensing system, the individual will not be able to log into the new licensing database and will need to contact Board staff in order to renew the license.
- Pending Exam Applications: Board staff confirmed incomplete applications will be closed after 1 year, applications approved to sit for the exam will remain open for 2 years from the approval date, if pending beyond 2 years the applicant must reapply.

Thereafter, a motion was made by E. Reese, seconded by Ms. Hanley, and VOTED (roll call);  
**to delegate authority to board staff to approve exam applications resubmitted solely due to the application pending beyond 2 years since approval by the board to exam.**

*in-favor: Brown, Hanley, Reese, Amarsinghe, Machinist*

*opposed: none*

#### **Application Review**

- LDNNE2022-000018 (KV): The Board needs confirmation that The Nutritional Therapy Education Committee (NTEC) is recognized by the United Kingdom (UK) government or an agency of the UK government. The applicant must also submit qualifying clinical experience to meet the regulatory requirements.
- LDNNE100037 (JR): Application review delegated to staff.

#### **NEW BUSINESS**

*None*

#### **PUBLIC COMMENT**

Sarah Conca noted she would alert the members of MAND on the open board seats.

#### **CLOSED SESSION**

At 10:56 a.m. a motion was made by Ms. Hanley, **to end the public session and go into Executive Session pursuant to G.L. c. 30A, § 21(a)(7) to protect the confidentiality of medical information and an individual's right to privacy in compliance with M.G.L. c. 4, s. 7, para. 26(c) and M.G.L. c. 214, s. 1B) to be followed by a Closed Session per G.L. c. 112, § 65C to conduct investigative conferences**, seconded by Ms. Amarsinghe and VOTED (roll call). The motion passed as follows:

*In favor: Brown, Machinist, Reese, Amarsinghe, Hanley*

*Opposed: none*

*The Chair announced that public session would not resume after the closed session.*

#### **Investigative Conferences: [Closed Session: G.L. c. 112, § 65C]**

The Board took the following actions during closed session:

- 2022-000813-IT-ENF *Tabled for March Meeting*

**ADJOURNMENT**

The meeting adjourned at the conclusion of closed session at 11:17 a.m.

Respectfully submitted,

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Eboni Lewis, Associate Executive Director  
Board of Registration of Chiropractors

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

- Posted agenda 12/2/22
- Draft public meeting minutes of 9/9/22
- Draft Executive Session minutes of 9/9/22
- 2023 Board Meeting Dates
- Application LDNNE2022-000018 (KV)
- Application LDNNE100037 (JR)