



**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

**MIKE KENNEALY**  
SECRETARY OF HOUSING AND  
ECONOMIC DEVELOPMENT

**Commonwealth of Massachusetts**  
**Division of Professional Licensure**  
**Board of Registration of Dietitians and Nutritionists**  
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UNDERSECRETARY OF CONSUMER  
AFFAIRS AND BUSINESS  
REGULATION

**LAYLA R. D'EMILIA**  
COMMISSIONER, DIVISION OF  
PROFESSIONAL LICENSURE

**Board Meeting Minutes**

December 4, 2020  
Conference Call  
9:00 AM

**Members Present:**

Lisa Brown, Chair  
Irene Sedlacko, Vice-Chair  
Pranita Amarasinghe  
Heather Hanley  
Erin Reese

**Members Absent:**

Dominica Nichols  
Catherine Drennan

**Staff Present:**

Richard Lawless, Executive Director  
Deborah Cassano, Associate Executive Director  
Kristina Gasson, Board Counsel

The meeting was called to order at 9:04 a.m. Pursuant to Governor Charles D. Baker's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, s. 20, dated March 12, 2020, all board members and staff appeared telephonically or by videoconference.

**Approval of the Public Meeting Minutes from September 10, 2020**

The Board reviewed the Public Meeting Minutes from September 10, 2020. A motion was made Ms. Hanley, seconded by Ms. Sedlacko to approve the minutes as drafted.

The Chair called for a Roll call vote:

Dr. Brown (Yes), Ms. Sedlacko (Yes), Ms. Amarasinghe (Yes), Ms. Hanley (Yes), Ms. Reese (Yes)

The motion passed.

**Approval of the Executive Session Meeting Minutes from September 10, 2020**



The Board reviewed the Executive Session Meeting Minutes from September 10, 2020. A motion was made by Ms. Hanley, seconded by Ms. Amarasinghe to approve the executive session minutes as drafted.

The Chair called for a Roll call vote:

Dr. Brown (Yes), Ms. Sedlacko (Yes), Ms. Amarasinghe (Yes), Ms. Hanley (Yes), Ms. Reese (Yes)

The Motion passed.

### **Executive Director Report**

Mr. Lawless noted that beginning with the next scheduled meeting in 2021, the remote meetings will move from GoToMeeting to the Microsoft Teams platform.

### **Board Counsel Report**

Attorney Gasson noted she looked forward to working on the review of the regulations. It was stated the agency is reviewing Board statutes for potential revisions as well.

### **Reinstatements**

The Board reviewed the following applications for reinstatement:

1. Nicole Reynolds

After review of materials provided, a motion was made by Ms. Sedlacko, seconded by Ms. Reese to approve the submitted continuing education credits and to allow Ms. Reynolds to move forward in the reinstatement process.

The Chair called for a Roll call vote:

Dr. Brown (Yes), Ms. Sedlacko (Yes), Ms. Amarasinghe (Yes), Ms. Hanley (Yes), Ms. Reese (Yes)

The Motion passed.

2. Veronica Rand

After review of materials provided, the Board gave direction to staff to request additional information from the reinstatement applicant regarding the submitted continuing education credits and to request the submission of additional credits to meet the 90 credits required for reinstatement.

A motion was made by Ms. Hanley, seconded by Ms. Amarasinghe, to delegate authority to the Chair and Vice Chair to request and review additional application materials.

The Chair called for a Roll call vote:

Dr. Brown (Yes), Ms. Sedlacko (Yes), Ms. Amarasinghe (Yes), Ms. Hanley (Yes), Ms. Reese (Yes)

The Motion passed.

3. Jennifer Lundy

The Board reviewed additional material provided after an initial review of the applicant's continuing education credits at the meeting on September 10, 2020.

A motion was made by Ms. Hanley, seconded by Ms. Amarsinghe and it was voted to approve the continuing education credits and allow Ms. Lundy to move forward in the reinstatement process

The Chair called for a Roll call vote:

Dr. Brown (Yes), Ms. Sedlacko (Yes), Ms. Amarsinghe (Yes), Ms. Hanley (Yes), Ms. Reese (Yes)

The Motion passed.

### **Discussion:**

#### **Email from D. Lykins**

The Board received and read an email from Ms. Lykins regarding Nutrition and Oral Health. No action was required.

#### **Regulation Review:**

The Board reviewed potential revisions to their regulations at 268 CMR. It was suggested that 268 CMR 4.04 be amended to allow the board to “partially waive” instead of “fully waive” the submission of continuing education credits given the availability of online and free and low-cost courses. The Board also discussed amending 268 CMR 3.02(2) regarding the renewal of a lapsed/expired license to reflect that “back fees must be paid as directed by the Commissioner or his/her designee.”

A red-lined version of the regulations reflecting these changes will be provided to the Board at the next meeting for further discussion.

#### **Other Topics From the Floor**

The board set the meeting dates for 2021 to reflect the following dates: March 5, June 4, September 10, and December 3. These meeting will begin at 9:00 a.m. as long as the Board’s meetings continue to be conducted remotely by teleconference or videoconference.

#### **Public Comment:**

Jule O’Donovan from the Massachusetts Academy of Nutrition and Dietetics noted she sent an email regarding the language on the renewal notices being out-of-date. Mr. Lawless noted that the Board could update this information if needed.

#### **Adjournment**

A motion was made by Ms. Amarsinghe, seconded by Ms. Sedlacko to adjourn the public meeting at **10:37 a.m.**

The Chair called for a roll call vote:

Dr. Brown (Yes), Ms. Sedlacko (Yes), Ms. Amarsinghe (Yes), Ms. Hanley (Yes), Ms. Reese (Yes)

The Motion passed.

#### **Documents Used During the Meeting:**

Agenda

Draft Minutes of the September 10, 2020 Public Meeting

Draft Minutes of September 10, 2020 Executive Session

Continuing Education Documentation for Jennifer Lundy, Nicole Reynolds, and Veronica Rand

Email dated 11.17.20 from D. Lykins

The above minutes were approved at the  
open meeting held on March 5, 2021.

A handwritten signature in black ink, appearing to read 'Richard Lawless', with a long horizontal flourish extending to the right.

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Richard Lawless  
Executive Director