

State of New Hampshire

OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION

DIVISION OF HEALTH PROFESSIONS

Board of Licensed Dietitians

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BOARD OF LICENSED DIETITIANS PUBLIC MINUTES OF JUNE 24, 2020, MEETING

The regularly scheduled meeting of the New Hampshire Board of Licensed Dietitians (the “Board”) was held via ZOOM on June 24, 2020, beginning at 12:14 p.m., with the following members present:

Dena Shields RD, Chair (DS)
Lisa Prospert RD, Member (LP)
Carole Palmer RD, Member (CP)
Heather McMahon, Public Member (HM)

Staff:

Lindsey B. Courtney, Interim Executive Director (LBC)
Ashley Czechowicz, Board Administrator (AC)
Tom Broderick, OPLC Rules Attorney (TB)

- I. Meeting Minutes. The Board reviewed the May 11, 2020, meeting minutes and discussed changes, as well as questions surrounding HM’s appointment. Upon motion by DS, with a second by LP, the Board voted unanimously via roll call vote to approve the minutes as amended.
- II. Public Hearing: N/A
- III. New Business:
 - a. Appearance, Tom Broderick (Rules Attorney, 12:30 p.m.). The Board discussed that they are looking to change the rules regarding application materials. The Board would like to retain the requirement that applicants submit a passport photo, CDR registration, and a new CDR card every year; however, the Board would like to eliminate the requirement to submit transcripts. In addition, the rule change would not require the verification of internship to be signed by the

internship director. TB will draft a new rule and bring the draft to the Board for review at the August meeting.

- b. Emergency Order #29, Exhibit H. The Board reviewed Emergency Order #29, Exhibit H, as it pertains to auditing continuing education. The Board discussed that it will still audit 10% of renewed licenses this year, but only for ethics questions. The Board discussed there is no way to upload the CE documentation through online renewal; LBC/AC needs to follow up with DOIT regarding this issue. The online renewal application must match the paper application. The Board decided to TABLE the issue of how to audit continuing education requirements until LBC is able to provide further information regarding the process followed by other boards.
- c. Q3 Financial Report. The Board reviewed the Q3 Financial Report. No further action.

IV. Ongoing Business: N/A

V. Old Business: N/A

VI. Applications New & Renewal.

- a. Upon motion by DS, with a second by HM, the Board voted unanimously via roll call vote to ratify the approval of the following applications:
 - i. Brassett, Holly
 - ii. Grimm, Amy
 - iii. Machinist, Valerie
 - iv. Stefl, Hannah
 - v. Vernier, Brittany
- b. Upon motion by DS, with a second by LP, the Board voted unanimously via roll call vote to conditionally deny the application license of Carol Schoenleber for having not provided transcripts.

I. NON-PUBLIC SESSION.

At 12:56 p.m., pursuant to RSA 91-A:3:2, 91-A:5, and upon motion by LP with a second by HM, the Board voted unanimously via roll call vote to conduct a non-public session because public disclosure may render a proposed action ineffective or adversely affect the reputation of a person other than a Board member.

[Minutes kept separately].

At 1:08 p.m., upon motion by HM with a second by DS, the Board voted unanimously via roll call vote to adjourn the non-public session and enter public session.

At 1:09 p.m., upon motion by DS with a second by CP, the Board unanimously via roll call vote to withhold and seal the minutes of the preceding non-public session from public disclosure

pursuant to RSA 91-A: 3 III, because divulgence of the information likely would affect adversely the reputation of a person other than a Board member or render the proposed action ineffective.

The Board reviewed the application of Marta Diaz Pieneiro. Upon motion by DS, with a second by LP, the Board vote unanimously via roll call vote to conditionally deny Marta Diaz Pieneiro's application for failing to pay the fee and provide CDR credentials.

At 1:20 p.m., upon motion by CP with a second by LP, the Board voted unanimously via roll call vote to adjourn the meeting.

Next meeting: August 17, 2020, at 9:00 a.m.