

State of New Hampshire
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION
DIVISION OF LICENSING AND BOARD ADMINISTRATION

Board of Licensed Dietitians

7 Eagle Square, Concord, NH 03301-2412

Phone: 603-271-2152

LINDSEY B. COURTNEY
Executive Director

JOSEPH G. SHOEMAKER
Director



BOARD OF LICENSED DIETITIANS
July 15, 2022, Public Session

The regularly scheduled meeting of the New Hampshire Board of Licensed Dietitians (the “Board”) was called to order on July 15, 2022, at 9:05 a.m., with the following members present: Dena Shields, RD (DS), Chair; Lisa Prospert, RD (LP); Courtney Eaton, RD (CE); Abby Savard, RD (AS); Ashley Mayo, (AM), Public Member

Absent:

All members present

Staff:

Ashley Czechowicz, (AC), Board Administrator, via zoom

Jeanne Webber, (JW), Board Administrator

Lauren Warner, (LW), Board Counsel

Administrative:

1. Meeting Minutes Review from June 10, 2022 - Upon a motion from DS, and seconded by LP, the Board voted unanimously via roll call vote to approve the meeting minutes, as stated.

Tabled:

N/A

Old Business:

2. Declaratory Ruling related to Dietitians writing prescriptive diet orders – LW explained the Declaratory Ruling process and answered questions for the Board. Upon a motion by DS, seconded by LP, the Board voted unanimously via roll call vote to approve the Declaratory Ruling and submit it to the Office of Legislative Services.
3. Rules Review / Edit Diet 100 and 200 Various - Initial Proposal was approved as written by the Board at the June 10, 2022 meeting. Tina Kelley (TK), Rules Specialist, will schedule a Rules Hearing for the September 9, 2022 meeting.

4. Diet 402.01, 403, 406.01 - Initial Proposal was approved as amended by the Board at the June 10, 2022 meeting. Tina Kelley (TK), Rules Specialist, will schedule a Rules Hearing for the September 9, 2022 meeting.

New Business:

5. Applicants who were issued a license since the June 10, 2022, Board meeting - Upon a motion by DS, seconded by LP, the Board voted unanimously to ratify the following applications for licensure via roll call vote:
 - a. Boyl, Hannah
 - b. Burton, Ashley Marie
 - c. Johnson, Marissa Jenna
 - d. Kanik, Kelsey Ingrid
 - e. Karlok, Halley
 - f. Kennedy, Stacy
 - g. Patoine, Cole
 - h. Stuck, Rachel
 - i. Sugimoto, Natasha Nicole

6. Reinstatement Applications - Upon a motion from DS, and seconded by LP, the Board voted unanimously via roll call vote to approve the reinstatement applications for the following licensees;
 - a. Bellino, Courtney Elizabeth
 - b. Calcutt, Tiffany Flik
 - c. Mountjoy, Karen Elizabeth
 - d. Roberts, Rebeckah Marie
 - e. O'Connell, Jessica
 - f. Rogers, Colleen

Per the Standing Order, the Board will allow the Board Administrator to process reinstatement applications received within 90 days of the expiration of licensure; however, the Board will audit 10% of those reinstatements. The Board will review any reinstatement applications of licensees that have been expired for 90 days or more prior to reinstatement.

7. Renewal Audit Applications – Audit of renewals for continuing education units (CEUs) – a total of 159 renewals received, 10% randomly selected for audit as follows:
 - a. Boisvert, Jennifer # 0703 *
 - b. Bray, Nicki # 0845
 - c. Bruinooge, Briana # 0935
 - d. Burns, Doreen # 0575 *
 - e. Dainiak, Heather # 467
 - f. Nwora, Lilian # 1145
 - g. Parker, Nicole # 0511
 - h. Pelkey, Robin # 1079
 - i. Richard, Jane # 1093
 - j. Sanford, Susan # 0951
 - k. Sousa, Nichole # 1120

- l. St. Martin, Susan # 0976
- m. Steck, Dana # 0984
- n. Toutant, Rebecca # 1123
- o. Van Gombos, Michelle # 0962
- p. Williams, Jennifer # 0817

The Board reviewed the randomly selected audits for their completion of CEUs. Upon a motion by DS, with a second by LP, the Board voted unanimously via roll call vote to approve the renewals of the licensees chosen by the random audit, with the exception of the two licensees who will be receiving letters from the Board regarding their submitted CEUs as noted above with a *.

- 8. Renewal Process Discussion – The Board reviewed the online renewal process and noted items to be added or changed in the online portal, prior to the next renewal period.
- 9. OPLC Quarterly Update, Fiscal Year 2022, Fourth Quarter Ending June 30, 2022 –informational, no Board action required.

Non-Public Session:

At 10:38 a.m., pursuant to RSA 91-A:3:2, 91-A:5, and upon motion by DS, with a second by LP, 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 10:40 a.m., upon motion by DS, with a second by LP, the Board voted unanimously via roll call vote to adjourn the non-public session and enter public session.

Motion to Seal the Non-Public Minutes:

At 10:40 a.m., upon motion by DS, with a second by LP, 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.

Motion to adjourn:

At 10:41 a.m., upon motion by DS, with a second by AM, the Board voted unanimously via roll call vote to adjourn the meeting.

Next Meeting: September 9, 2022, at 9:00 a.m.