

**GEORGIA BOARD OF EXAMINERS OF LICENSED DIETITIANS**  
**Meeting Minutes – August 2, 2013**  
**(Conference Call Meeting)**

The Georgia Board of Examiners of Licensed Dietitians met by conference call on Friday, August 2, 2013, at 10:00 a.m., at the Professional Licensing Boards Division, located at 237 Coliseum Drive, Macon, Georgia, for the purpose of conducting Board business.

**Board Members Present:**

Jessie Wright, MS, RD, LD, Chair  
Frances Cook, MA, RD, LD, Vice Chair  
Joan Fischer, PhD, RD, LD  
Nancy Walters, MMSC, RD, LD  
Page Love, MS, RD, LD  
Dee Dee Williams, Consumer Member

**Board Members Absent:**

Tracey Neely, MS, RD, LD

**Administrative Staff Present:**

Brig Zimmerman, Executive Director  
Hope Harrison, Board Support Specialist  
Chrissy Lewis, Complaint/Compliance Specialist

**Office of Attorney General:**

Wylencia Monroe, Assistant Attorney General

**Ms. Wright, Chair established that a quorum of the Board was present and called the Board meeting to order at 10:04 a.m.**

A new administrative staff has been assigned to the Georgia Board of Examiners of Licensed Dietitians. An introduction of staff and Board Members was made.

**Agenda:** Approved with late agenda items added.

- Executive Director's Report
- Officer Elections

**Ms. Cook moved, Ms. Fischer seconded, and the Board voted to approve the agenda with late agenda items added. None opposed, motion carried.**

**Minutes:** June 7, 2013

**Ms. Fischer moved, Ms. Walters seconded, and the Board voted to approve the minutes as amended. None opposed, motion carried.**

**Executive Director's Report:**

- Mr. Zimmerman, Executive Director reported that the staff of Healthcare 1 was looking forward to working with the Georgia Board of Examiners of Licensed Dietitians.
- The Secretary of State is in the process of updating the website and the Board website will also have a new look.
- Oral report presented on the approximate number of applications submitted and issued for fiscal year 2013 and for July 2013 which began fiscal year 2014.

### **Position Paper Update:**

Ms. Love reported that the Board is developing a table that will serve as an informational document to clarify the guidelines for practicing as a Licensed Dietitian compared to other health professionals.

### **Public Hearing: Proposed Rule Amendment:**

**Ms. Wright opened the Public Hearing at 10:32 a.m. No guests were in attendance.**

## **SYNOPSIS OF PROPOSED CHANGES TO THE RULES OF THE GEORGIA BOARD OF EXAMINERS OF LICENSED DIETITIANS CHAPTER 157-2-.04 RENEWAL OF LICENSE AND PENALTIES, AND REINSTATEMENT**

**Purpose:** The purpose of the rule amendments is to update the requirements for reinstatement of licensure.

**Main Feature:** The rule amendments require applicants for reinstatement to meet continuing education requirements for the most recent renewal period.

[Note: underlined text is proposed to be added; lined-through text is proposed to be deleted.]

### **157-2-.04 Renewal of License and Penalties, and Reinstatement. Amended**

(1) Renewal of License and Fees.

(a) A license issued by the Board shall expire on March 31st of even numbered years.

The license may be renewed upon payment of the renewal fee and completion of the renewal application provided all requirements have been met.

(b) The license of any licensee who fails to apply for renewal by March 31st of the renewal year may be renewed by June 30th of that year by the payment of the current renewal fee plus an additional late renewal fee. See fee schedule. Practicing with an expired license is prohibited by law and practice during this period may result in disciplinary action for unlicensed practice.

(c) Each licensee applying for renewal must satisfactorily complete any continuing professional education requirements established by the Board.

(d) The Board may request additional verification of any requirements or credentials, as it may deem necessary.

(e) The failure to renew a license by June 30th following the March 31st expiration date shall cause the license to be administratively revoked and subject to reinstatement at the discretion of the board.

(2) Reinstatement of License.

(a) A license that is no longer active shall be reinstated by the licensee upon meeting the conditions set by the board.

(b) To reinstate a license the applicant must:

1. submit an application for reinstatement, supplied by the Board;
2. pay the required reinstatement fee;
3. submit proof of having met Continuing Professional Education Requirements (30 hours) for the most recent renewal period (April 1<sup>st</sup> even year to March 31<sup>st</sup> even year).
4. the Board may request additional verification of any requirements or credentials, as it may deem necessary.

(3) Inactive license status.

(a) The holder of an active license may request to place the license on inactive status by submitting a written request to the board no later than June 30th following the March 31<sup>st</sup> expiration date.

(b) The holder of an inactive license that continues to practice is subject to disciplinary action for unlicensed practice.

(c) An inactive license may be reinstated by application for Reinstatement as provided in Rule 157-2-.04(2).

(d) The holder of an inactive license is required to obtain the required continuing professional education units that are obtained by active licensees.

**Authority: O.C.G.A. §43-11A-7.**

**Ms. Fischer moved, Ms. Cook seconded, and the Board voted to adopt Rule 157-2-.04 Renewal of License and Penalties, and Reinstatement as posted. None opposed, motion carried.**

**Ms. Walters moved, Ms. Fischer seconded, and the Board voted that the formulation and adoption of this rule does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rule cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.C.G.A. §43-11A-7. In addition, that it is not legal or feasible to meet the objectives of O.C.G.A. §43-11A-7 to adopt or implement differing actions for businesses as listed at O.C.G.A. § 50-13-4(a)(3)(A), (B), (C) and (D) and that the formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed, owned and operated and dominant in the field of dietitians. None opposed, motion carried.**

**Executive Session:**

**Ms. Walters moved, Ms. Fischer seconded, and the Board voted to enter into Executive Session in accordance with O.C.G.A. § 43-1-2(k), O.C.G.A. § 43-1-19(h), O.C.G.A. § 43-26-5(c) and O.C.G.A. § 43-26-11 to receive and review information pertaining to Applications, receive the Attorney General's, Cognizant, and Enforcement Reports. Voting in favor of the motion were those Board members present: Wright, Fischer, Walters, Williams, Cook, and Love.**

**At the conclusion of Executive Session on Friday, August 2, 2013, Ms. Wright declared the meeting to be "open" pursuant to the Open and Public Meeting Act O.C.G.A. § 50-14-1 et seq. No votes were taken during Executive Session.**

**Applications for Review:**

**Ms. Williams moved, Ms. Love seconded, and the Board voted to take the recommended actions on applicants applying for licensure as follows. None opposed, one recused, motion carried.**

- |                 |                         |
|-----------------|-------------------------|
| 1. Villa, Kayla | Approved for licensure  |
| 2. K. V.        | Pending; refer to legal |

**Cognizant Report:**

Ms. Walters provided the Board with an updated status on all open complaint cases.

Compliant cases pending the receipt of additional information:

- DIET130006, DIET130007 and DIET140001

Compliant cases referred to Investigations:

- DIET130003

Complaint cases in Investigations:

- DIET130008

**Ms. Walters moved, Ms. Fischer seconded, and the Board voted to approve the Cognizant report as presented. None opposed, motion carried.**

Executive Session Minutes:

- June 7, 2013

**Ms. Fischer moved, Ms. Cook seconded, and the Board voted to approve the Executive Session minutes as amended. None opposed, motion carried.**

2013 Officer Elections:

- Chair: Ms. Cook nominated Jessie Wright as Board Chair.
- Vice Chair: Ms. Cook nominated Page Love as Board Vice-Chair.
- Cognizant: Ms. Fisher nominated Nancy Walters as Board Cognizant.

There being no objections or additional nominations, the nominations submitted stand as approved. All nominated individuals agreed to accept the nominations. All votes in favor and none opposed.

Miscellaneous:

- Ms. Wright notified the Board that correspondence was submitted to Carlie Howard, Legislative Assistant to Senator Steve Gooch, in response to a letter submitted and reviewed by the Board during the June 7, 2013 meeting.
- A discussion was held regarding the process of provisional licensees submitting score results. A determination was made that no change would be made at this time.
- It was questioned if applicants were still required to submit a passport photo with their application. Mr. Zimmerman stated that the photo was not needed but the applicant would be required to provide a secure and verifiable document that would include a photo type of identification. In addition, applicants will need to complete a citizenship affidavit.

**There being no further business for discussion, the meeting adjourned at 12:01 p.m.**

Minutes recorded by:

Hope Harrison, Board Support Specialist

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

**JESSIE WRIGHT**

Chair

**BRIG ZIMMERMAN**

Executive Director

**These minutes were approved on: October 11, 2013**