

Department of Health and Human Services
Division of Public and Behavioral Health

**DIETITIAN ADVISORY GROUP
MINUTES**

Date: March 18, 2015

Time: 11:00am

MEETING LOCATIONS

Videoconference Locations:

Department of Health and Human Services
Division of Public and Behavioral Health
727 Fairview Drive, Ste E
Carson City, Nevada 89701

Department of Health and Human Services
Division of Public and Behavioral Health
4220 South Maryland Parkway, Bldg. D , Suite 810
Las Vegas, Nevada 89119

Advisory Group Members Present

Michele Cowee (Carson City)
Barbara Paulson (Teleconference)
Deborah Klien (Teleconference)
Jennifer Digesti (Teleconference)

Advisory Group Members Not Present

Laura Kruskall

Four out of five dietitian advisory group members participated therefore a quorum was met.

Agenda Item #3: Overview and Updates – Dietitian Licensing Program:

Leticia Metherell announced that the Dietitian licensing program had started in earnest. We currently have approximately 478 licensed dietitians. We have had no disciplinary actions against dietitians and all dietitians that have been licensed are in good standing with the state of Nevada. We receive frequent credential verification calls. One of the questions frequently asked relates to whether a dietitian can pay on-line or not. Currently the online payment is not an option but the good news is we are working on a new licensing data base and hopefully we will have the dietitians up and running by June. With the new data base you will have a unique user sign in, you will be able to go in and see the progress of your application and be able to renew on line along with other nice features.

Once the new system is up and running, a notice will be sent through the list serv.

Please get your renewals in on time. There is no grace period. If a dietitian's license expires he or she will have to reapply.

Leticia Metherell introduced Jennifer Dunaway who is a registered, licensed dietitian here in our Bureau. Jennifer be will the main liaison for the advisory group. Jennifer is a great resource and wonderful to work with. Jennifer introduced herself and thanked Leticia for the kind words and looks forward to working with the advisory group.

The question as to why renewal dates are different with each dietitian was asked. It was thought that the renewal dates would all be the same.

Answer: It depends when the application was submitted. The renewal date is two years from the issue date.

Agenda Item #3: Public Comments

I tried to renew on-line but could not. Why?

That is correct. Dietitians are not able to renew on line at this time. When the new system is in place you will be able to renew on-line. There is no guarantee when the system will go live but our goal is sometime in June.

I just moved to Nevada recently. Will I be notified by mail for renewal?

Hopefully by that time we will send out an e-mail notice. Please keep your e-mail information up to date. Once the new system is up and running you will be able to update that type of information yourself.

How does public comment work?

After each of our agenda items have been discussed by the advisory group it will be opened for public questions and comments so that there is an opportunity to discuss agenda items.

Agenda Item #4 - Approval of meeting minutes from October 16, 2014

Minutes approved with no changes.

Agenda Item #4: Public Comments

It was commented that it was not known that agenda minutes had been posted anywhere.

It was explained that minutes would be posted on-line after approved by the advisory group.

Agenda Item #5 - Recommend new Dietitian Advisory Group member

Each potential advisory group member introduced themselves and briefly explained why they were interested in being an Advisory Group member.

After a question and answer period with potential advisory group members, review of resumes/CV's and deliberation among members the Advisory Group recommended that Pam Wagner be appointed to the Advisory Group.

Agenda Item #5 - Public Comments

A question was posed as to what the general requirements and bylaws are for the Advisory Group. The by-laws were read to the group and are found at the end of these minutes.

Agenda Item #6: Adjournment

Motion to adjourn by Barbara Paulson. Debbie Klein seconded the motion.

The meeting was adjourned at 12:00 PM.

**BY-LAWS OF
DIETITIAN ADVISORY GROUP**

Section I – Name

The name of this group shall be the Dietitian Advisory Group (DAG) and shall be referred to hereinafter as the “Advisory Group.”

Section II – Authority

The Advisory Group is formed by the Board of Health. The recommendations of the Advisory Group are advisory only and shall be reported to the Division of Public and Behavioral Health. The Division of Public and Behavioral Health in consultation with the Advisory Group shall determine which recommendations need to go to the Board of Health for consideration and which recommendations can be moved forward without need to go before the Board of Health.

***Section III – Mission**

The mission of the Advisory Group shall be to:

- Facilitate the development of materials which may be used to educate the public concerning the practice of dietetics.
- Facilitate the exchange of information between dietitians, the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics, the Board and the Division of Public and Behavioral Health.
- Provide recommendations to the Board and the Division of Public and Behavioral Health concerning regulations or practices that affect licensees, review disciplinary actions, appeals, denials or revocations of licenses and terms of the suspension or reinstatement of licenses.
- Advise the Board and the Division of Public and Behavioral Health on issues relating to dietetics if requested.

Section IV – Members

*Subsection A. Composition. The Advisory Group shall consist of five members with a quorum consisting of three members. The Advisory Group must consist of the following members appointed by the Board:

- 1) Four licensed dietitians; and
- 2) One member who is a representative of the general public.

*Subsection B. Term of Membership. Each Member shall serve a term of four years. Members may serve consecutive terms. Member's terms should be staggered so that the entire membership will not be replaced at any one time. In the event of a vacancy, the Board will appoint a qualified person to fill the vacancy.

Subsection C. Compensation. Each member of the Advisory Group is responsible for their own expenses for travel and other costs related to membership.

Subsection D. Staffing. Staff will be provided by the Division of Public and Behavioral Health for purposes of arranging meetings, preparing agendas, taking minutes and researching Advisory Group needs within the availability of the Division's resources.

Subsection E. Voting. Only members of the Advisory Group shall be entitled to one vote on all business requiring action by the Advisory Group.

Subsection F. Termination. Advisory Group members who are absent from two consecutive meetings, and who do not notify the Chairperson in advance of their expected absence or send an alternate, shall be terminated from Advisory Group membership.

Section V – Officers

*Subsection A. Duties of Officer. At the first meeting of each year, the Advisory Group will select a Chairperson. The Chairperson serves as the liaison to the Board and the Division of Public and Behavioral Health. The Chairperson shall conduct the meetings of the Advisory Group. The presiding Chairperson may at his or her discretion appoint any member present to take charge of the meeting. The Division of Public and Behavioral Health shall provide administrative assistance to the Advisory Group.

Section VI – Meetings

*Subsection A. Regular. The Advisory Group shall meet as necessary; but, not less than once per year. The Advisory Group shall conduct meetings by telephone, videoconference or other electronic means.

Subsection B. Special. The Division of Public and Behavioral Health, Chairperson or the Board may call for a Special Meeting with at least two weeks' notice should the necessity arise. The meeting, however, may only be held if a quorum is present.

Subsection C. Open Meeting Requirements. Meetings shall be conducted in accordance with NRS 241, known as "Nevada's Open Meeting Law."

Subsection D. Parliamentary Procedure. The Robert's Rules of Order shall govern the functions of the Advisory Group.

Section V – Amendment of the Bylaws

The bylaws may be amended as approved by a majority vote of the Advisory Group.

*Asterisks indicate sections and subsections that are referenced in regulations or statutes. Before any changes are made to these sections or subsections regulations and statutes must be reviewed to ensure items required by regulations or statutes are not changed. Regulations governing DAG can be found in LCB File No. R090-12. Statutes governing dietitians can be found in NRS Chapter 640E.

Note: Per AB 65 of the 2013 Legislative Session members cannot designate alternates to serve in their place when they are absent

These meeting minutes were approved by the DAG at the May 12, 2016 meeting.