

Division of Public and Behavioral Health
DIETITIAN ADVISORY GROUP
SUMMARY MEETING MINUTES
Date: Thursday, May 12, 2016
Time: 3:30 p.m.
MEETING LOCATIONS

Videoconference to:

Division of Public and Behavioral Health
727 Fairview Drive, Suite E
Carson City, Nevada 89701

Division of Public and Behavioral Health
4220 South Maryland Parkway, Building D, Suite 810
Las Vegas, Nevada 89119

Jennifer Dunaway, Health Facilities Inspector III, HCQC, explained that she will be the key staffperson for this group.

Attendees:

Michele Cowee, Chair, Carson City
Deborah Klein, Reknown Medical Center
Laura Kruskall, UNLV
Pam Wagner
Aurora Buffington, Las Vegas
Jennifer Dunaway, HCQC

Others present:

Ron Nichols, Director of Food Services, Sunrise Hospital
Letitia Metherell, HCQC
Nathan Orme, HCQC
Nenita Wasserman, HCQC

Approval of meeting minutes from August 5, 2013 and March 18, 2015 *Michele Cowee, Chair*

A MOTION WAS MADE FOR APPROVAL OF THE AUGUST 5, 2013 MEETING MINUTES. THERE WAS A SECOND TO THE MOTION. THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE FOR APPROVAL OF THE MARCH 18, 2015 MEETING MINUTES BY MICHELE COWEE. THE MOTION WAS SECONDED BY LAURA KRUSKALL. MOTION PASSED UNANIMOUSLY.

Election of New Chair or Re-election of same *Michele Cowee, Chair*

MOTION WAS MADE BY LAURA KRUSKALL TO RE-ELECT MICHELE COWEE AS CHAIR. THE MOTION WAS SECONDED DEBORAH KLEIN. MOTION PASSED UNANIMOUSLY.

There were no comments by the general public.

Make recommendations to recruit member from public for Dietitian Advisory Group to replace vacant slot. *Michele Cowee, Chair*

There was discussion regarding recruiting a member of the public who has an interest in nutrition but is not a dietitian that would like to be a member of the Dietitian Advisory Group.

Aurora Buckingham requested that the notice to recruit a member from the general public for this group be sent out again.

Jennifer Dunaway noted a public notice for recruitment of a member of the public will be sent out and set a June 30, 2016 deadline for members of the public to apply to be on the advisory group. Resumes should be sent to her at jdunaway@health.nv.gov.

It was noted by a member that there was a recommendation in the August 5, 2013 meeting minutes for the group to meet twice a year.

Bureau Topics - Jennifer Dunaway, HCQC

Jennifer Dunaway commented that the HCQC web site has been changed. She said to go to the new website is dphh.nv.gov. She noted that after you get to the dphh.nv.gov website, under the regulatory tab, select Health and Allied Personnel Licensing, then select the Dietitian Licensure link.

Ms. Dunaway said the handouts she had today would be emailed to all advisory council members. She made a point to thank Leticia Metherell for all the hard work she did to get the dietitian group together and setting up the meetings and by-laws.

Review By-laws of Dietitian Advisory Group mission will be to develop materials to educate the public.

Jennifer Dunaway reviewed the Dietitian By-Laws which read as follows:

**BY-LAWS OF
DIETITIAN ADVISORY COUNCIL**

Section I – Name

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

Section II – Authority

The Advisory Group is formed by the Division of Public and Behavioral Health with the desire to work collaboratively with the Dietitian Industry. The recommendations of the Advisory Group are advisory only and shall be reported to the Administrator of the Health Division through the Division of Public and Behavioral Health (DPBH). The Administrator of the Health Division will report on the Advisory Group's activities to the State Board of Health.

Section III – Mission

The mission of the Advisory Group shall be to examine, consider, and make recommendations about the following issues:

- (a) Facilitate the development of materials which may be used to educate the public concerning the practice of dietetics;
- (b) Facilitate the exchange of information between dietitians, the Commission on Dietetic Registration of the Academy of Nutrition and Dietetics or its successor organization, the Board; and
- c) To provide recommendations to the Board 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.

Section IV – Members

Subsection A. Composition. The Advisory Group shall consist of no more than 5 members with a quorum consisting of three members. The Advisory Group should try to include in its membership but not be restricted to the following:

- 1) Four members who are licensees;

2) One person who represents the general public;

Subsection B. Alternate Member. If a member is unable to attend a meeting, he/she may designate a representative to serve in his/her stead who shall have all the rights and privileges of the member while acting on his/her behalf.

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

Subsection E. Staffing. Staff will be provided by the DPBH for purposes of arranging the meetings, preparing agendas, and research needs within the availability of the Division's resources.

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

Subsection G. Termination. Advisory Group members, who fall out of substantial compliance, shall be terminated from Advisory Group membership. Members who are absent from two consecutive meetings, and who do not notify a 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 first meeting each year, the Advisory Group will select a Chairperson. The Chairperson serves as the liaison to the Board and the Health Division. The Chairperson shall conduct the meetings of the Advisory Group. The presiding Chairperson may at his/her discretion appoint any member present to take charge of the

meeting. The Health Division 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, 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.

Laura Kruskall said that NRS 629 says that they have to display their license to the public but currently is not able print the credentials from the website. Leticia Metherell explained that there is the ability to go online and print the license. She added it is important to register with the online system. She noted that there is no renewal grace period for dietitians. It is important to keep your emails up-to-date and to renew your license before it expires.

Leticia Metherell introduced Nathan Orme, Education and Public Information Officer introduced himself and explained the tools available to the DAG. He explained he was brought in to do the communication plans for the various groups for HCQC and various assignments. He will help to give a consistent message that you want to share with the public, about what you do, just about anything and help to reach appropriate audiences. He is helping with the new website and learning to implement a blog section. He said the group will have the opportunity to put news articles as often as they want or other information that they want. Nathan commented that as he gets to know each of the types of groups he can help with advertising campaigns, information to let the public know about using services of dietitians. He said that this group may want to discuss the nature of what kind of message to put out.

Michele Cowee said this would be something that the group would discuss ideas to put together to give to Nathan Orme.

Nathan said that everyone can send their ideas directly to him and he would be happy to help in anyway and discuss the ideas at the next meeting. His email is nkorme@health.nv.gov.

The group decided to gather their ideas and to put it on the agenda for August 4, 2016 if there was a quorum in attendance.

Deborah Klein said she thought it would be a good idea to have a working group conference call to put the ideas together to present to the full group in August.

Update on any new information related to dietitians. *Michele Cowee, Chair*

Successes deserving recognition:

Jennifer Dunaway commented Lisa Sherman was recognized for Outstanding Dietitian of the Year Award and Darlene Doherty was recognized for 50 years of service in dietetics. There were also some scholarship awards that were given to students.

Top challenges the dietitian industry faces –

A member commented that if people want to know if a dietitian feels someone is giving out dietitian information; how would a dietitian address that.

Leticia Metherell commented that if you read the law, there are exceptions to that law that people can give advice without being a dietitian. If someone is practicing dietetics at an inappropriate level there is a place online at the HCQC website where there is an area for complaints that can be submitted.

In response to a question posed by a member whether it is appropriate for doctors' offices to be involved with weight loss programs, Leticia Metherell explained physicians have the ability to oversee weight loss programs.

Topics for next meeting – applications from public member, advisory group will submit some ideas to give to the public and education officer, ideas for amending the statutes, reimbursement of dietitian services from the state and Medicaid.

Public Comment

There was no discussion under public comment.

Adjournment

The meeting adjourned at approximately 4:48 P.M.