

## BOARD OF DIETETICS & NUTRITION

899 NORTH CAPITOL ST. NE – 2<sup>ND</sup> FL.  
WASHINGTON, DC 20002

June 29, 2021 (Rescheduled from June 08, 2021)

11:00 am

OPEN SESSION

MEETING MINUTES

### WebEx Virtual Meeting

*Due to the COVID-19 pandemic, all board meetings are held virtually during the declared public health emergency.*

*Information on how to access the public portion of the meeting is listed below:*

**This meeting was available by web:**

<https://dcnet.webex.com/dcnet/j.php?MTID=mea10d3e1a339dfcea35ff9d6b3696057>

**This meeting was available by phone:**

Call in Number: 1-650-479-3208 or 202-860-2110

Access Code: 172 200 2369

Meeting Password: 3cZNBWAa2m2

**BOARD OF DIETETICS & NUTRITION**

**OPEN SESSION MEETING MINUTES JUNE 29, 2021**

**CALL TO ORDER AND ROLL CALL**

OS-0629-01	<p><b><u>INTRODUCTIONS</u></b></p> <p>The meeting was called to order at 11:03am and a quorum was maintained.</p> <p><b>Board Members</b></p> <ul style="list-style-type: none"> <li>• Dr. DeAnna Nara, Interim Board Chairperson- Present</li> <li>• Kimberly Thompson, Board Member- Present</li> <li>• Njeri Jarvis, Board Member- Present</li> <li>• Indy James, Board Member- Present</li> </ul> <p><b>Board Staff</b></p> <ul style="list-style-type: none"> <li>• Ericka Walker, MSW, Executive Director- Present</li> <li>• Gregory Scurlock, Compliance Officer- Present</li> <li>• Ashley Balma, Health Licensing Specialist- Present</li> <li>• Thelma Ofosu-Mensah, Health Licensing Specialist- Present</li> </ul> <p><b>Legal Staff</b></p> <ul style="list-style-type: none"> <li>• Christopher Boone, Board Attorney- Present</li> <li>• Rujuta Nandgaonkar, Board Inter- Present</li> </ul> <p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>• Traci Hobson, American Nutrition Association- Present</li> </ul>
OS-0629-02	<p><b><u>ACCEPTANCE OF OPEN SESSION AGENDA:</u></b></p> <p><b>Board Action:</b></p> <p>Acceptance of the Open Session Agenda for June 29, 2021.</p> <p><b>Motion:</b></p> <p>A motion was made to accept the Open Session meeting agenda for June 29, 2021 by Njeri Jarvis and seconded by Dr. DeAnna Nara .</p> <p>Dr. DeAnna Nara, Kimberly Thompson, Njeri Jarvis, and Indy James all voted in favor of the motion. The motion passed unanimously</p>

<b>MINUTES AND STAFF REPORTS</b>	
OS-0629-03	<p><b><u>EXECUTIVE DIRECTOR'S REPORT:</u></b></p> <p>Ericka Walker, Executive Director for the Board welcomed all Board members, staff and guests to the June 29, 2021 Open Session meeting. Mrs. Walker informed the Board that DC Health processing center is open by appointment only to the public on Monday's, Wednesdays and Thursdays. To schedule your appointment with the processing center please visit the website link provided: <a href="http://appts.dcsims.com">http://appts.dcsims.com</a></p> <p>The District of Columbia operational status as of May 3<sup>rd</sup> was 25%, June 7<sup>th</sup> 50% and come July 12<sup>th</sup> the District of Columbia will be at 100% return to work. On April 13<sup>th</sup> DC Health launched their new online application portal. All interested applicants can now apply for a license online by visiting the provided link: <a href="https://doh.force.com/dhealthrenewals/s/portal-page">https://doh.force.com/dhealthrenewals/s/portal-page</a></p> <p>On June 14<sup>th</sup> DC Health went completely paperless and has stopped accepting paper applications. All applications are now required to be done online.</p> <p>The Board of Dietetics &amp; Nutrition will be going through renewals this Fall. Applicants will be able to renew their license with the Board as of August 2021. More information will be sent out to all licensees.</p>
OS-0629-04	<p><b><u>BOARD ATTORNEY'S REPORT:</u></b></p> <p>Board Attorney Christopher Boone welcomed all Board members, staff and guests to the Open session portion of the meeting. He informed the Board that the Boards Nutrition Regulations will go out for another 30 day comment period. He also informed the Board that June 29, 2021 will be his last Board meeting and that he appreciates all of his time working alongside the Board and with DC Health Department. He wishes the Board much success in all of its future endeavors.</p>
OS-0629-05	<p><b><u>BOARD CHAIRS'S REPORT:</u></b></p> <p><i>No Report</i></p>
OS-0629-06	<p><b><u>OPEN SESSION MINUTES:</u></b></p> <p><b>Board Action:</b> Consideration of the Open Session minutes from the March 09, 2021 meeting.</p>

	<p><b>Motion:</b> A motion to approve the Open Session meeting minutes from the March 09, 2021 meeting was made by Njeri Jarvis and seconded by Kimberly Thompson.</p> <p>Dr. DeAnna Nara, Kimberly Thompson, Njeri Jarvis and Indy James all voted in favor of the motion. The motion passed unanimously.</p>	
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**DISCUSSION ITEMS**

OS-0629-07	<p><b>DC HEALTH WIC PROGRAM: (Tabled Until September Meeting)</b></p> <p><b>Board Action:</b> The DC Health WIC Program is seeking further information from the Board of Dietetics &amp; Nutrition on ways in which community members can become licensed and assist with fulfilling the nutritional needs of District residents and visitors.</p> <p><b>Background:</b> Recruitment and retention are an ongoing challenge for the DC WIC Program. This is partially related to the salary that can be offered, but the challenge also stems from a lack of diverse applicants. The DC WIC Program has two levels of nutritionist positions: The Competent Professional Authority (CPA) and the Competent Paraprofessional Authority (CPPA). CPAs must be licensed in DC and can have a variety of backgrounds, including CNS certification or RD certification. CPPAs minimum qualification is a high school degree and 1 year WIC experience, however, most of DC WIC’s CPPAs have a bachelor’s degree in nutrition, public health, or a related field. CPPAs are not licensed, and do not see clients who are high risk.</p>
OS-0629-08	<p><b><u>Delegated Authorities</u></b></p> <p><b>Board Action:</b> To review the recent change to the Delegated Authorities.</p> <p><b>Background:</b> The Delegated Authorities were approved and accepted by the Board at the March 9, 2021 meeting. The recent update allows the Board Attorney to sign subpoenas.</p> <p><b>Motion:</b> A motion was made to approve the amended delegated authorities by Dr. DeAnna Nara and seconded by Njeri Jarvis</p>

	Dr. DeAnna Nara, Kimberly Thompson, Njeri Jarvis, and Indy James all voted in favor of the motion. The motion passed unanimously.
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<b>MOTION TO ADJORN</b>	
OS-0629-09	<p><b>Board Action:</b> To go into closed session to discuss confidential matters as permitted in DC Official Code § 2-575(b).</p> <p><b>Background:</b> Upon conclusion of the open session meeting and pursuant to the DC Official Code 2-575(b) and for the purposes set forth therein, the Board will move into the closed executive session portion of the meeting to consult with the Board attorney, discuss disciplinary matters and hear reports concerning violations of the law or regulations.</p> <p><b>Motion:</b> A motion was made to close the open session portion of the meeting by Dr. DeAnna Nara and seconded by Njeri Jarvis.</p> <p>Dr. DeAnna Nara, Kimberly Thompson, Njeri Jarvis, and Indy James all voted in favor of the motion. The motion passed unanimously.</p>

*This ends the Open Session Agenda, next meeting is scheduled for [September 14, 2021](#)*

***This meeting is governed by the Open Meetings Act. Please address any questions or complaints arising under this meeting to the Office of Open Government at [opengovoffice@dc.gov](mailto:opengovoffice@dc.gov).***