

**BOARD OF DIETETICS PRACTICE**

**MINUTES OF MEETING**

**OPEN SESSION**

**March 25, 2010**

**The Board of Dietetics Practice was called to order at 1:02 p.m. on the above date in Room 104, Rhode Island Department of Health, 3 Capitol Hill, Providence, Rhode Island, pursuant to the applicable provisions of the Open Meetings Law, so called, and other applicable sections of the General Laws of the State of Rhode Island as amended.**

**BOARD MEMBERS IN ATTENDANCE**

**Susan Boyd**

**Michael Lauder**

**Katherine Pennington**

**Maximo Zapato**

**BOARD MEMBERS NOT IN ATTENDANCE**

**Pamela Hill**

**STAFF MEMBERS IN ATTENDANCE**

**Donna Valletta, Board Administrator**

## **OTHERS IN ATTENDANCE**

**None**

### **1. ESTABLISHMENT OF A QUORUM**

**Donna Valletta called the meeting to order at 1:02 p.m. A quorum was established at this time.**

### **2. BOARD ADMINISTRATOR REPORT**

**Donna Valletta introduced herself and explained her roles within the Department. Board members introduced themselves and shared their background and experiences. The Dietetic Advisory Board requirements were discussed. At this time, there are four vacant positions.**

**The Schedule for 2010 Meetings was distributed and discussed. The Board agreed to continue with the current schedule, however, requested to have input on the 2011 meetings to schedule meetings when a higher volume of applications upon graduation is anticipated. The Board agreed to convene in the interim if a need should arise and to schedule accordingly.**

**Donna Valletta distributed a copy of the Dietitian Act, Chapter 5-64,**

**and the corresponding Rules and Regulations pertaining to the Licensing of Dietitians/Nutritionist.**

**The Dietetic application review and complaint management process was discussed. Donna Valletta assured the Board of her review of applications and complaints prior to the Board meeting to ensure completeness. When time is of an essence and the Board is not scheduled to meet as a group, Donna Valletta will provide an opportunity for members to come in to review the applications. In an effort to ensure timely processing of applications, Donna Valletta will approve such applications and provide a copy of the application at the next board meeting.**

**Donna Valletta distributed a copy of the Application for License As a Dietitian/Nutritionist and informed the Board that the application could not be revised at this time due to staffing and resources. In an effort to ensure consistent processing of applications, a Checklist for Dietitian/Nutritionist Application has been developed. Donna Valletta distributed a copy; the Board discussed the application requirements and made recommendations to the checklist. The requirement for an applicant to furnish a criminal background check (BCI) with the application was discussed. The Board voted to require such documentation on future application submissions. Donna Valletta will revise accordingly and e-mail an updated checklist.**

**The Board reviewed and approved three Dietitian applications.**

### **3. ADJOURNMENT**

**On motion of Katherine Pennington, seconded by Susan Boyd, it was unanimously voted to adjourn at 2:34 p.m.**

**Respectfully submitted by**

**Donna Valletta**

**Board Administrator**