

**DIVISION OF HEALTH SERVICES REGULATION
BOARD OF DIETETICS PRACTICE**

**3 CAPITOL HILL
CONFERENCE ROOM #104
PROVIDENCE, RHODE ISLAND**

**MONDAY, SEPTEMBER 22, 2014
1:00 PM**

OPEN SESSION MINUTES

BOARD MEMBERS IN ATTENDANCE

Susan Boyd

Pamela Hill

Katherine Pennington

Maximo Zapata

BOARD MEMBERS NOT IN ATTENDANCE

None

STAFF MEMBERS IN ATTENDANCE

Amy Coleman, HEALTH Attorney

Linda Phillips, Board Manager

Donna Valletta, Board Manager

OTHERS IN ATTENDANCE

None

1. Establishment of a quorum

A meeting of the Board of Dietetics Practice was held on Monday, September 22, 2014 at the Rhode Island Department of Health, Conference Room #104, 3 Capitol Hill, Providence, RI 02908. A quorum was established and the Open Session meeting was called to order at 1:07 pm on a motion by Katherine Pennington and seconded by Pamela Hill. Motion carried.

2. Presentation of the December 6, 2012 Open Session Meeting Minutes

Motion was made by Susan Boyd and seconded by Pamela Hill to accept the Open Session minutes of December 6, 2012. The Board voted unanimously to approve the Open Session minutes as presented. Motion carried.

1. Board Manager Report

- Introductions of Board members and program staff were made.**
- Reviewed Board process concerning agendas and reviewing materials for each board meeting.**
- Confidentiality Forms were distributed and signed by Board members.**
- Board member recruitment process, which is now being streamlined electronically, for vacant positions for all boards was explained.**
- Policy for application process has to be followed according to the open meetings act, which sparked discussion to assure applicants are licensed in a timely manner.**
- Meeting date discussion occurred for future meetings. Parking is a great concern and it was suggested to meet next in the late afternoon on a Monday in November. Date will be set and announced.**

3. Motion to adjourn to Closed Session

Motion was made by Pamela Hill and seconded by Katherine Pennington to adjourn to Closed Session at 2:00 pm. Motion carried. Pursuant to Sections 42-46-4 and 42-46-5(a)(1) of the Rhode Island General Laws, for the purpose of discussing job performance, character, physical or mental health of applicants for licensure. Said individuals have been notified in advance by writing that they may request that the discussion be held at an open meeting. Also, pursuant to Sections 42-46-4 and 42-46-5(a)(4) of the Rhode Island General Laws, for investigatory proceedings regarding allegations of civil or criminal misconduct.

4. Motion to return to Open Session

Motion was made by Katherine Pennington and seconded by Pamela Hill at 2:25 pm to re-open the Open Session and to seal the Minutes of the Closed Session pursuant to Sections 42-46-4, 42-46-5 and 42-46-7 of the Rhode Island General Laws. Motion carried.

5. Final Actions on all votes taken in Closed Session

- The board reviewed and approved seven (7) applications.**

6. Adjournment

The next Board of Dietetics Practice meeting will be held at a date to be determined in November, scheduled for the late afternoon, at the Rhode Island Department of Health, Conference Room #104, 3 Capitol Hill, Providence, RI 02908. Motion was made by Katherine Pennington and seconded by Pamela Hill to adjourn at 2:25 pm. Motion carried.

Respectfully submitted,

Linda Phillips

**Linda Phillips, Board Manager
Office of Health Professionals Regulation**