

**Board of Dietetics and Nutrition Practice**  
2829 University Avenue SE, Suite 555, Minneapolis, MN 55414  
(651) 201-2764

**Board Minutes**  
**December 5, 2011**

The Minnesota Board of Dietetics and Nutrition Practice met on December 5, 2011 in the Park Plaza Room, University Park Plaza Building, 2829 University Avenue SE, Minneapolis, MN. The meeting was held to conduct such routine business as would normally come before the Board.

In lieu of this being the first organizational meeting, there were no elected officers. The Executive Director called the meeting to order at approximately 7:39 AM. With roll call, a quorum was declared:

**Board Members Present:**

Darlene Kvist  
Stacey Millett  
Kristin Halonen  
Susan Parks (7:50 AM)  
Janelle Peterson

**Also Attending:**

Randy Snyder, Executive Director  
Anna Hartsel, Administrative Specialist  
Ben Garbe, Assistant Attorney General

Mr. Snyder asked that a board member serve as chair until elections were held. Ms. Peterson was appointed by voice vote. Ms. Kvist made a motion to approve the minutes for the August 22, 2011 board meeting. Ms. Millett seconded the motion. The motion passed with all voting aye.

Mr. Snyder, Executive Director presented the following list of applicants granted nutritionists licensure. All applicants had provided a fully completed application, appropriate fees, and required documentation. Based on review of the applications, Mr. Snyder directed that licenses be issued as authorized by the full board. Ms. Kvist made the motion to accept the licensure report. Ms. Halonen seconded the motion and the motion passed with all voting aye.

*N204 Jared Larsen*

Mr. Snyder, Executive Director presented the following list of applicants granted dietitian licensure. All applicants had provided a fully completed application, appropriate fees, and required documentation. Based on review of the applications, Mr. Snyder directed that licenses be issued as authorized by the full board. Ms. Kvist made the motion to accept the licensure report. Ms. Halonen seconded the motion and the motion passed with all voting aye.

**Licenses issued September 15, 2011**

3036	Jessica	Fitzsimmons	3040	Sara	Rehm
3037	Erin	Hribernik	3041	Tasha	Sanders
3038	Chelsea	Leff	3042	Amanda	Zobel
3039	Cherry	Nichols	3043	Diane	Peterson

### Licenses issued October 14, 2011

3044	Jessica	Graumann	3045	Kristin	Tripp
3027	Jerri	Kjolhaug	3031	Vanessa	Richards
3028	Amy	Krueger	3032	Priyanka	Sagar
3029	Katelyn	Madsen	3033	Abby	Tibodeau

### Licenses issued November 15, 2011

3046	Anne	Bechtel-Daniels	3055	Laura	Russell
3047	Maria	Boosalis	3056	Roxanne	Steffen
3048	Nicole	Doering	3057	Levi	Teigen
3049	Amanda	Joyce	3058	Brenna	Thompson
3050	Sarah	Kunkel	3059	Rachel	Tiegs
3051	Maria	Mahady	3060	Sarah	Tomsche
3052	Melissa	Mulligan	3061	Kristin	Wieczorek
3053	Marie	Nelson			
3054	Allison	Rantanen			

Mr. Snyder, Executive Director presented a list of applicants for licensure as dietitians. All applicants have provided a fully completed application, appropriate fees, and required documentation. Based on review of the applications by Mr. Snyder, Ms. Kvist made the motion to accept the applicants and grant licenses as dietitians in the State of Minnesota to the listed applicants. Ms. Millett seconded the motion and the motion passed with all voting aye. The following listed applicants are now Licensed Dietitians in the State of Minnesota.

3062	Kendra	Brummer
3063	Brandy	Buro
3064	Katie	Eisen
3065	Julie	Gruendemann
3066	Kayla	Kragh
3067	Kate	Munson
3068	Jordan	Spiekemeier
3069	Lindsey	Thompson

Mr. Snyder, Executive Director presented a list of applicants for dietitian licensure by reinstatement. It was noted that each applicant submitted a fully completed application and remitted the required reinstatement fee. As required for reinstatement, satisfactory documentation has been received for continuing education that would have applied during the period of time between termination and application for reinstatement. A motion was made by Ms. Kvist to grant reinstatement of licensure to the applicants. The motion was seconded by Ms. Millet and approved with all voting aye.

*Suzanne Kelly  
Jamie Larson  
Janelle Olson*

*Mary Beth Russell  
Shirley M. Willoughby  
Wendy Gamme*

Mr. Snyder, Executive Director presented a list of applicants for nutritionist licensure by reinstatement. It was noted that each applicant submitted a fully completed application and remitted the required reinstatement fee. As required for reinstatement, satisfactory documentation has been received for continuing education that would have applied during the period of time between termination and application for reinstatement. A motion was made by Ms. Kvist to grant reinstatement of licensure to the applicants. The motion was seconded by Ms. Millet and approved with all voting aye.

*Linda Dieleman*

Mr. Snyder reported that the new investigatory tool used to request additional information related to unlicensed practice has been sent once in this quarter to an inquiry related to unlicensed activity. There were two cease and desist letters since July, 2011.

Mr. Snyder reported on the current board budget. Documents showing income and expenses year to date were reviewed. No action was necessary.

Ms. Parks reported on the November 6, 2011 HPSP meeting. There are no Dietetics/Nutritionists included as participants at this time. The Advisory Committee thought the current independent board model is the best approach for licensure and public safety if asked during the upcoming Sunset Commission. The DNP board pays \$1000.00 for their annual participation and per individual enrolled.

No activity from Council of Health Boards.

The board reviewed the Sunset Commission Report that will be submitted to the first Minnesota Sunset Commission on December 9, 2011. Board members thought it was an excellent summary of their work and believe the mission of the DNP board is currently being met. The Board members also feel that the current independent board status is the preferred model for the state of Minnesota. Motion to approve the Sunset Commission Report was made by Ms. Halonen, seconded by Ms. Parks. Motion carried.

The board reviewed the current Board Governance statutes to determine if any changes should occur. The only revision to be proposed is Minnesota Statutes 148.622 Subd 3 (c) to strike the language, "Four members of the board, ~~including two professional members and two public members~~, constitute a quorum to do business. (d) ~~At least 14 days written advance notice of the board meeting is required.~~" The board directed the Executive Director to approach legislative leadership to assure this minor-two line revision can be stricken without exposing the entire act to a potential negative legislative rewrite. The Executive Director will seek data on the number of times meetings were cancelled due to the current 100% public member attendance requirement. A motion to proceed as directed was made by Ms. Millett, seconded by Ms. Kvist. Motion carried.

The board reviewed the current Scope of Practice statement provided with revisions. It will now read; The Minnesota Board of Dietetics and Nutrition Practice position statement that, 'when a service or procedure does not fall within the scope of practice as defined by law, the board acknowledges procedures and services included in the facilities or organizational protocols and when delegated to licensed dietitians and within that person's knowledge and skill.'" This allows the health care organization to delegate authority to the Licensed/Registered Dietitian/Nutritionists within their organizational structure rather than proscribing a static model. Each Licensed Dietitians/Nutritionists meets the minimum standard of practice as evidenced by their active license. Motion to approve was made by Ms. Millett, seconded by Ms. Halonen. Motion carried.

A review of a request from a national internet nutritional counseling vendor was completed. The board determined their role is one of public protection of Minnesota citizens and therefore will require a Minnesota license so that citizens would have the ability to be assured that credentials are present and a complaint mechanism is present if the practitioner found to have questionable standards of practice. Motion was made by Ms. Kvist, seconded by Ms. Millett. Motion carried.

The board acknowledged receipt of the ADA request for ethics complaints to be forwarded to them. Once a complaint is substantiated and public, forwarding of the document will be completed. A list serve exists for any individual seeking public notices.

An email from an unlicensed nutritional consulting program graduate was reviewed. Minnesota does not credential this type of certificate program. The Executive Director asked for direction to those inquiries which is deemed out of our governance. Staff will complete an internet review to see what other states may offer for citizen education.

An inquiry was made as to non-nutritionists using the title in many long term care facilities as “Director of Nutrition Services”. The board thought that many health care organizations use this title for the department but that they could not use the specific individual definitions as found in Minnesota Statutes 148.621 and each of the Minn. Stat. 144 (A) facilities has either a licensed or contracted Dietitian on staff per CMS requirements.

Goal setting will be delayed until post Sunset Commission review.

Ms. Peterson made a motion and Ms. Moore seconded to adjourn the meeting. Motion passed.

Discussion of meetings days and time of day was held: A survey will be conducted for the best time for the group. The next meeting is tentatively set for February 6, 2012 at 7:30 AM.

Election of Officers was held; Janelle Peterson was elected Chair and Darlene Kvist as Vice Chair through August, 2012 or whenever new board members are named whichever is later.

A motion to adjourn was made by Kvist, second by Halanen. Motion carried.

Meetings are open to the public and normally held at University Park Plaza, 2829 University Avenue SE, Minneapolis, MN.

Respectfully submitted,

Randy Snyder  
Executive Director