



State of Idaho
Division of Occupational and Professional Licenses
Dietetic Licensure Board

BRAD LITTLE
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Administrator

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Minutes of 03/13/2023

Board Members Present:	Suzanne Linja, LD, Chair Kimberly Young, LD Pamela Howland, Public Member	Division Staff:	Stephanie Lotridge, Executive Officer Nicki Chopski, PharmD, Bureau Chief Russ Spencer, General Counsel Susan Villanueva, Board Support Specialist
Board Member Absent:	Carol Kirkpatrick, LD		

The meeting was called to order at 8:35 AM by Suzanne Linja, LD.

Approval of Minutes

A motion was made and seconded to approve 12/19/2022 minutes. The motion carried unanimously.

DIVISION BUSINESS

2023 Legislative Session Overview: Ms. Lotridge gave a legislative session overview regarding the status of agency (DOPL) legislation as well as non-agency legislation that may impact this Board.

DOPL Strategic Plan: Ms. Lotridge presented the DOPL 2023 Strategic Plan.

Confidentiality, Conflict of Interest, and Honoraria Policies: Mr. Spencer reviewed these policies with the Board.

Open Meeting Law: Mr. Spencer presented the Open Meeting Law training to the Board.

Financial Update: The Board reviewed the financial report.

HPRP Update: Ms. Stuart gave an update to the Health Professions Recovery Program (HPRP).

BOARD BUSINESS

Procedure Discussion- Agenda & SharePoint Update: Ms. Lotridge stated that the staff created a SharePoint platform which will make it easier for the Board Members to review Board meeting documents. She also reviewed the process for Board Members to submit agenda items.

2023 License Renewal Discussion: The Board discussed concerns regarding renewal dates, renewal emails going to the spam folder, and whether a reminder text can be sent for license

renewals. Ms. Lotridge will work on notifications to licensees regarding the renewal to post on the website and share with stakeholders. Ms. Lotridge will work with the software vendor and staff on ways to aid licensees with extenuating circumstances.

Revised Application Update: Ms. Lotridge stated that she made the discussed changes to the licensing application and will make one additional change.

Adjourn

There being no further business, the meeting was adjourned at 9:43 AM.

The next meeting is on 11/13/2023.