

**The Kentucky Board of Licensure and Certification for Dietitians and Nutritionists**  
**Regular Board Meeting**  
**December 10, 2025**  
**10:00 a.m.**

A regular board meeting of the Kentucky Board of Licensure and Certification for Dietitians and Nutritionists was conducted on Wednesday, December 10, 2025, at the Department of Professional Licensing, 500 Mero Street, Frankfort, Kentucky 40601 and via Microsoft Teams.

**Members Present**

Erin Eliassen  
Jenna Richie  
Emily Bugay  
Carolyn Hofe  
Delisa Brooks  
Jessica Hogue  
Rayona Baker

**Department of Professional Licensing**

Sara Janes, PPC, OLS, Board Counsel  
Jeff Bardroff, Administrative Section Supervisor  
Ashley Cotton, Administrative Specialist Senior  
Chasity Wray, Administrative Specialist Senior

**Guests**

Whitney Duddey, Kentucky Academy of  
Nutrition & Dietetics

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**Call to Order**

Chair Eliassen called the meeting to order at 10:02 a.m.

**Approval of Minutes**

Ms. Bugay made a motion to accept the October 29, 2025, meeting minutes. Ms. Richie seconded the motion, carried.

**Board Monthly Financial Report**

The financial reports for October and November 2025 were reviewed by the Board. No action taken.

**D.P.L. (Department of Professional Licensing) Report**

No report.

**Board Counsel Report**

No report.

**Old Business**

**New Business**

The licensure reciprocity inquiry was reviewed. Board counsel will respond.

The certified nutritionist inquiry was reviewed. Board Administrator will respond.

Dietitian Licensure Compact 2026 Informational Webinar Invitation – No action.

### Officer and Committee Appointments

Ms. Richie made a motion to nominate Ms. Eliassen to serve as Board Chair. Motion seconded by Ms. Bugay, carried.

Ms. Bugay made a motion to nominate Ms. Richie to serve as Board Secretary. Motion seconded by Ms. Eliassen, carried.

Chair Eliassen made a motion to nominate Ms. Baker, Ms. Bugay, and Ms. Hogue to serve on the Applications Committee. Motion seconded by Ms. Richie, carried.

Chair Eliassen made a motion to nominate Ms. Hofe, Ms. Eliassen, and Ms. Richie to serve on the Regulations Committee. Motion seconded by Ms. Hofe, carried.

Chair Eliassen made a motion to nominate Ms. Hofe, Ms. Brooks, and Ms. Bugay to serve on the Complaints Committee. Motion seconded by Ms. Richie, carried.

### Applications

Chair Eliassen moved, Ms. Hogue seconded, and motion carried to approve the application recommendations presented by the Applications Committee.

The board reviewed the Licensure Status Report. No action taken.

### Regulations Committee

Ms. Richie made a motion to approve the new administrative regulation drafts for 201 KAR 33:041, 201 KAR 33:071, and 201 KAR 33:081 and appoint Ms. Hofe to work with Board Counsel as needed. Motion seconded by Chair Eliassen, carried.

### Approval of Per Diem

Ms. Richie moved, Ms. Bugay seconded, and motion carried to approve the following per diem:

- Erin Eliassen – December 3, 2025 (Regulations Committee Meeting) and December 10, 2025 (Board Meeting).
- Jenna Richie – December 3, 2025 (Regulations Committee Meeting) and December 10, 2025 (Board Meeting).
- Emily Bugay – December 9, 2025 (Applications Committee Meeting), and December 10, 2025 (Board Meeting).
- Rayona Baker – December 9, 2025 (Applications Committee Meeting), and December 10, 2025 (Board Meeting).
- Carolyn Hofe – December 3, 2025 (Regulations Committee Meeting), December 9, 2025 (Applications Committee Meeting), and December 10, 2025 (Board Meeting).
- Delisa Brooks – October 29, 2025 (Board Member Training) and December 10, 2025 (Board Meeting).
- Jessica Hogue – December 10, 2025 (Board Meeting).

### Next Scheduled Meeting

The next scheduled board meeting is Wednesday, February 25, 2026, at 10:00 a.m. ET.

### Adjournment

Ms. Hofe made a motion to adjourn the meeting. Motion seconded by Ms. Richie, carried. Meeting adjourned at 11:03 a.m.



Erin Eliassen  
Board Chair