

**Minutes of the Meeting of the
Louisiana Board of Examiners in Dietetics and Nutrition**

October 24, 2014

Attending:

**Paula Weeks, RD, LDN, Chairperson
Jeanine Songy Latham, MPH, RD, LDN, Vice Chairperson
Terry Compton, APRN, RN, MS, CDE, Secretary-Treasurer
Martina Musmeci Salles, MPH, RDN, LDN, FAND, Board Member/Liaison
Clare Miller, MS, RD, LDN, Board Member
Lori Roy, MS, RD, LDN, Board Member
Howard Wetsman, MD, Medical Advisor**

Paula Weeks called the meeting to order at 12:30 p.m. in the Conference Room of the Board office located at 18550 Highland Road, Suite B, Baton Rouge, Louisiana. Jolie Jones, Executive Director, was present for the entire meeting.

Roll call was conducted by Terry Compton.

PUBLIC COMMENTS:

No one was available to make public comments.

AGENDA:

Motion was made by Terry Compton, seconded by Jeanine Songy-Latham and unanimously carried, to approve the agenda as presented.

MINUTES:

Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to approve the minutes of the July 11, 2014 meeting as presented.

FINANCIAL:

a. Financial Statement for the Period Ending May 31, 2014

Members of the board reviewed the financial statement prepared by Susan Sevario, CPA, for the period ending May 31, 2014.

b. Financial Statement for the Period Ending June 30, 2014

Members of the board reviewed the financial statement prepared by Susan Sevario, CPA, for the period ending June 30, 2014.

c. Financial Statement for the Period Ending July 31, 2014

Members of the board reviewed the financial statement prepared by Susan Sevario, CPA, for the period ending July 31, 2014.

d. **Financial Statement for the Period Ending August 31, 2014**

Members of the board reviewed the financial statement prepared by Susan Sevario, CPA, for the period ending August 31, 2014.

e. **Annual Fiscal Report with Independent Accountants' Compilation Report Thereon**

Members of the board reviewed the Annual Fiscal Report with Independent Accountants' Compilation Report Thereon. The Board would like an explanation from Susan Sevario, CPA, regarding other post-employment benefits.

Motion was made by Clare Miller, seconded by Martina Musmeci Salles and unanimously carried, to accept the financial report.

BOARD/STAFF ISSUES:

a. **Update on Applications and Renewals**

Jolie Jones distributed a list of lapsed licenses, as well as a list of applications approved with timeline from the date received, date processed, file sent for review, and approved date. Jolie Jones discussed with the board that the application review process is working well and rarely takes more than one week from the date we receive required documentation.

b. **FARB Model License/Renewal Application**

The Board agreed to add the following information to the initial application:

"All candidates for licensure have an obligation to update and supplement the information and responses on this application if they change. Failure to supplement the information and responses provided on this application may result in denial or other appropriate action.

The Board agree to add the following information to the initial and renewal applications:

"Your application is **NOT** considered complete until all supporting documents and fees have been received in the Board office. Applications submitted via fax or email are unacceptable and will be subject to late penalties."

The Board would also like to add a question that says "Do you currently use or have you used illegal substances in the past five years? If you are put on controlled substances, you must notify the board within 30 days."

Board members will review the FARB Model Application and discuss if anything additional is needed at the January meeting.

c. **LBEDN Complaint Checklist**

The Board reviewed the Complaint Checklist that Jolie Jones prepared to assist in facilitating complaint review in Executive Session.

d. Pros and Cons of Changing Renewal Period

The Board reviewed the Pros and Cons document that Jolie Jones prepared for changing renewal period. Jolie Jones does not recommend changing the board's renewal period.

e. Election of Officers

Motion was made by Jeanine Songy-Latham, seconded by Howard Wetsman and unanimously carried, to elect Martina Musmeci Salles as Chairperson, Lori Roy as Vice Chairperson, Terry Compton as Secretary/Treasurer, and Clare Miller as Liaison to the LDA Board.

f. Schedule Board Meeting Dates for 2015

Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried, to schedule the 2015 board meetings for January 9, March 26 (Lafayette), July 10, and October 2. All meetings will begin at 12:30 p.m. at the board office, with the exception noted.

CORRESPONDENCE:

a. Letter dated September 22, 2014 from CDR regarding credentialing update

This letter was provided for informational purposes only.

CONFERENCE(S):

FARB

a. Comprehensive Regulatory Training for Board Members

Jolie Jones informed the board that she was unable to find enough other boards interested in participating in this training.

b. 39th Annual FARB Forum, January 22-25, 2015, Tucson, AZ

Motion was made by Clare Miller, seconded by Lori Roy and unanimously carried, to send Martina Musmeci Salles to the Annual FARB Forum in Tucson, Arizona and pay related expenses.

EXECUTIVE SESSION:

Motion was made by Howard Wetsman, seconded by Martina Musmeci Salles and unanimously carried, to move in to Executive Session at 2:10 p.m. for the following reasons:

to discuss the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours before the meeting,

for investigative proceedings regarding allegations of misconduct or any other matter now provided for or as may be provided for by the legislature.

Motion was made by Jeanine Songy-Latham, seconded by Howard Wetsman and unanimously carried, to come out of Executive Session at 3:30 p.m. to make the following motions:

a. Executive Director Evaluation

Motion was made by Howard Wetsman, seconded by Terry Compton and carried, to have Jeanine Songy-Latham, Vice Chairperson, share the Board's feelings with LBESPA and move forward as discussed.

b. Transition Issues

No transition issues were discussed.

Motion was made by Howard Wetsman, seconded by Martina Musmeci Salles and unanimously carried to create a new policy that will allow the Executive Director to stamp all checks and bring the check register and all supporting documentation to each board meeting for review by the Secretary/Treasurer.

c. Complaints #2014-06 and #2014-07

Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried to dismiss complaint numbers 2014-06 and 2014-07, as upon receipt of response from respondent.

d. Complaint #2014-08

Motion was made by Terry Compton, seconded by Howard Wetsman and unanimously carried to authorize George Papale to proceed with another contempt Rule against Catherine Wilbert.

e. Complaint #2014-09

Motion was made by Terry Compton, seconded by Howard Wetsman and unanimously carried to have George Papale send a letter to respondent.

f. Complaint #2014-11

Motion was made by Howard Wetsman, seconded by Clare Miller and unanimously carried to dismiss complaint, based on response.

g. Complaint #2014-12

Motion was made by Howard Wetsman, seconded by Lori Roy and unanimously carried to release complainant for successful completion of the Consent Agreement and Order.

h. Receipt of New Complaint

1. Complaint #2015-01

Motion was made by Howard Wetsman, seconded by Martina Musmeci Salles and unanimously carried to dismiss complaint. The Board has investigated and has no solid evidence to take action. If additional information is provided, the Board will re-consider.

Board members asked Jolie Jones to clarify with legal counsel on how we handle complaints.

i. Review of Applications

Motion was made by Lori Roy, seconded by Terry Compton and unanimously carried, to accept and approve the applications for the **LDN License** for the following:

| | | | |
|-----------------------|------|----------------------------|------|
| Satterlee, Lacie | 2561 | Michel, Kelly | 2562 |
| Thousand, Brittany | 2563 | Woody, Jordan | 2564 |
| Sandoz, Michael | 2565 | Smith, Jordan | 2566 |
| Benson, Autumn Nasha | 2567 | Hanrahan, Ashleigh | 2568 |
| Henthorn, Sarah | 2569 | Lovetro, Mallisa | 2570 |
| Carmichael, Catherine | 2571 | Woo, Helen | 2572 |
| Nieto, Julie A. | 2573 | Dotson, Kerri | 2574 |
| Littrell, Lisa L. | 2575 | Haney, Lindsay | 2576 |
| LeGrand, Julia M. | 2577 | O'Connell, Lorna | 2578 |
| Baker, Ashlie | 2579 | Falin, Michele Rhea | 2580 |
| Chabert, Lauree' | 2581 | Milott, Hilary Elyse | 2582 |
| Taylor, Brady B. | 2583 | Fairley, Terriyon | 2584 |
| Briggs, Ashley Braud | 2585 | Arguello, Amanda Elizabeth | 2586 |
| Brant, Olivia Ashton | 2587 | Morton, Mallory Jordan | 2588 |
| Perrilloux, Sara | 2589 | | |

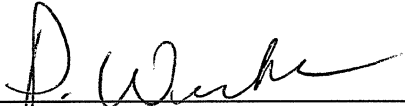
Motion was made by Terry Compton, seconded by Martina Musmeci Salles and unanimously carried, to **upgrade** the following licenses:

| | | | |
|-------------------|------|------------------|------|
| Fradella, Michele | 2557 | Clark, Christina | 2548 |
| Hennigan, Abigail | 2551 | King, Erin | 2559 |
| Norris, Eric | 2558 | | |


Motion was made by Clare Miller, seconded by Lori Roy and unanimously carried, to **reinstate** the following licenses:

| | | | |
|-----------------|------|----------------------|------|
| Cardinale, Lori | 1874 | Beckham, Renae Green | 1699 |
| Stevens, Martha | 1859 | Arton, Jamie | 1773 |

Motion was made by Howard Wetsman, seconded by Martina Musmeci Salles and unanimously carried, to adjourn the meeting at 3:30 p.m.



Paula Weeks, MS, RD, LDN
Chairperson



Terry Compton, APRN, RN, MS, CDE
Secretary-Treasurer